

Employment Opportunity – Full Time Administration Specialist

Job Brief

Mildura Airport has an exciting opportunity for an experienced Administration Specialist. You'll be joining a well-established business who are leaders in their field and operate in a diverse, performance driven culture.

Key role tasks

- Provide general administrative assistance to management and employee base at the Airport
- Handle all daily administrative tasks such as mail, general upkeep of office environment and equipment
- Deal with discreet and sensitive HR and related personal employee information
- Induct/on-board new employees and contractors covering legislative requirements, procedures and any online training requirements
- Administer expenses and ensure correct cost recovery procedures are followed
- Coordinate travel and accommodation for managers/contractors as required
- Manage the ordering of stationery and catering requirements
- Support key projects or tenders as required by manager
- Assist with the organisation and preparation of community events, internal meetings, board visits and support presentation needs
- Maintain ATM, advertisement monitors and car parking functionalities
- Troubleshoot customer concerns and inquiries
- Maintain web pages on facility intranet as requested and creates new web pages when needed
- Monitor corporate calendar to ensure the team are sufficiently prepared for all meetings and presentations
- Ensure all compliance and document management records are reviewed for accuracy. Modify documents to reflect any changes provided by the management team
- Troubleshoot car parking inquires

Essential Criteria

Valid VIC driver's license
Microsoft office skills (Word, Excel, Power Point, etc.)
Effective problem-solving abilities, solution driven with a flexible attitude
Strong administration experience (5years +)
Demonstrated excellent written and oral skills
Polished presentation and professional phone manner
Have the capacity to work outside of the 9am-5pm, Mon-Fri standard office hours

Desirable

Exposure to accounts payable and receivable
Resource planning experience
Marketing experience

If you are a self-driven professional, and have the required qualifications and experience, please upload your CV and cover letter. Applicants must be drug free.

Application closes: October 1st, 2018