

Employment Opportunity - Full Time Administration Specialist

Job Role

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 dynamic performance driven culture.

Key role tasks

- Provide general administrative assistance to management and employees based at the airport
- Handle all fully administrative tasks such as mail, general upkeep of office environment and equipment
- Deal with document and sensitive HR and related personal employee information
- Undertake financial work, employees and contractors on wing, legislative requirements, procedures and any other 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 stationary and catering requirements
- Support key projects or matters as required by manager
- Assist with the organisation and preparation of community events, internal meetings, board visits and support presentation needs
- Manage all IT, administrative matters and car parking facilities
- Troubleshoot customer concerns and inquiries
- Maintain web pages on the fly to meet as requested and create 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. Notify documents to reflect any changes provided by the management team
- Troubleshoot car parking inquiries

Essential criteria

- Valid VIC driver's license
- Strong office skills (Word, Excel, Power Point, etc.)
- Effective problem solving abilities, solution driven with a flexible attitude
- Strong administrative experience (3 years +)
- Knowledge and excellent written and oral skills
- Detailed presentation and presentation phone manner
- Have the capacity to work outside of the 9am-5pm standard office hours

Desirable

- Experience in accounts payable and receivable
- Business 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, applications must be drug free.

Application closes October 31, 2018