

Job Brief

Business Administration Officer

Where - Albury Area NSW

Category - Office Management (Administration & Office Support)

Full time

\$30 - \$35 per hour, 9 day fortnight

About Us

A top to bottom electrical business doing everything from the power pole to the power point. This includes all things in between as well as generation and renewables projects. The successful candidate will be an essential part of our service delivery cycle.

Joining our team in Albury NSW we seek another team member to join us and be the best in the industry.

By carrying strong relationships with customers, we stay solutions driven, following through with what we promise and doing the right thing for the customer.

We

- Work a 9 day fortnight
- Are energetic and flexible
- Have a strong presence in South East Australia and conduct electrical functions from a head office in Albury (NSW)
- Maintain excellent relationships with clients
- Support a team of experts, the best in the business

You

- Are self confident
- Are a self starter
- Thrive on independence, responsibility and initiative
- Love using technology
- Want to work with the best
- Are good at making decisions
- Might be a trainee



Typical Works to Complete

- Support daily office operations, including maintaining supplies, assisting with facility upkeep, and helping to ensure a clean and organised workplace.
- Assist in coordinating schedules and meetings by booking rooms, managing basic calendar entries, and supporting travel and accommodation arrangements for staff.
- Provide administrative support to team members, including document preparation, data entry, and maintaining filing systems in line with company procedures.
- Assist with office purchasing and supplier coordination, including placing orders, tracking deliveries, and maintaining basic records of vendor interactions.

Qualifications & Experience Preferred

- Drivers license
- Proven experience in administration or office coordination roles
- Strong organisational and time management skills
- Excellent written and verbal communication

Employer Questions

Your application will include answers to the following questions.

- 1) What are your working rights in Australia?
- 2) How many years experience do you have?
- 3) Do you have a current Police Check (National Police Certificate) for employment?
- 4) Regular attendance at our head office is important to our team. Are you willing to live regionally for this role?