

"We Specialise in People"

WORKSHOP ADMINISTRATOR

Our client is a locally owned operation based in Mackay. They specialise in the sales and service of all equipment that relates to pumping and water supply, including all pumps and valving and control equipment necessary to ensure that systems will operate reliably in all types of environments and with a wide range of fluid types

They are currently seeking a **Workshop Administrator** to provide support to their Workshop team.

RESPONSIBILITIES IN THIS POSITION WILL INCLUDE:

- General phone enquiries
- Filing and Photocopying
- Database Management
- Handling customer enquiries
- Managing mail in/out
- Maintaining office and stationary supplies
- General administrative duties
- Website maintenance

YOU WILL NEED:

- Intermediate Computer Skills
- Mature Outlook
- Team Player
- Customer Focused
- High attention to Detail
- Time Management

This is a fantastic opportunity to join a dynamic, friendly company that welcomes career progression and offers on-going training.

If this position is suited to you, please submit your resume to Hayes HR asap.

Office@hayeshr.com.au

