



## Assistant ADMINISTRATION MANAGER

***Trimech Pty Ltd is located in Young NSW with branches in Parkes, Goulburn & The Southern Highlands. We are one of the leading providers in heating & cooling along with electrical & refrigeration requirements on both a commercial and domestic level.***

***Trimech Pty Ltd engage an administration and finance team, along with our technical and operational staff to deliver excellent customer service.***

Trimech Pty Ltd is currently seeking an experienced Administration Manager to join our team.

This is a fulltime position located in our Head Office in Young which oversees locations including Young, Parkes, Goulburn and The Southern Highlands NSW.

This position has a broad scope of responsibilities and would suit an individual looking for a fast pace, challenging position within a high performing company.

### Overview:

- Contribute to the efficient running of both Operations & Administration / Finance Department.
- Assist in preparing weekly and monthly reports.
- General administration / reception duties as they arise.
- Assist the Business Manager with particular duties including HR, Finance, compliance, Q & A, stock management etc.

### Selection Criteria:

- Proficient in Office 365 and associated platforms.
- Sound understanding of Xero (or similar) and HR efficiencies.
- Excellent communication skills and ability to work within a team environment.
- Organizational and time management skills.
- Ability to work under pressure and a willingness to take direction.
- Attention to detail and workplace professionalism.
- Interpersonal skills - effectively and concisely communicate with technicians & customers.
- Able to work autonomously and diligently, in order to meet weekly and monthly deadlines.
- A strong ability to maintain company processes.
- Willingness to evolve with the company and within the role.

Salary details will be discussed during the interview process and will reflect based on experience and capabilities.

For a position description or to apply, please email a letter of application  
**along with addressing the selection criteria** to [careers@trimech.com.au](mailto:careers@trimech.com.au)  
*(failure to address the criteria may result in your application being rejected)*

Applications close Friday 24<sup>th</sup> September 2021