

Administration Assistant

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Company: Access Hire

Location: South Australia

Category: other-general

You are applying for the position of Administration Assistant for company Access Group Australia . Please fill in your details below to submit an application for this position. This position is located in: Adelaide Close date: Sat, 11 May 2024 11:59pm Access Hire is a leading supplier of hire equipment, including an extensive range of elevated work platforms and access equipment for both hire and sale. A specialist division of Access Group Australia, Access Hire has quickly become the most trusted hire company in Australia, with a strong brand presence and reputation in the industry. Our core business facilitates the hiring, selling, servicing and transportation of Elevated Work Platforms, including Scissors, Boom Lifts, Telehandlers and Forklifts to the Construction, Material Handling and Mining Sectors. We have a strong team of employees who work in a fast-paced, high-performing collaborative and entrepreneurial environment. An exciting opportunity exists for an Administration Assistant to join our busy team on a full-time, permanent basis at our Wingfield Branch. This role will be provided comprehensive training in the area of Hire Coordination. This role is an integral part of the team and sits at the hub of all our branches located at our Wingfield branch, this role works Monday to Friday 7am - 5pm. The duties and responsibilities for this role include: Providing exceptional customer service and administrative support to both internal and external stakeholders Assist with Transport and order allocation Processing customer orders, hire estimates, off hires and invoices Follow up on account queries Providing additional support to the General Manager and Sales Team as required The successful candidate will be an individual who will honour our core values of People, Safety, Respect, Communication and Continuous Improvement - in addition to this they will have: Experience in a similar role is

favourable, applicants with industry experience will be highly regarded. Intermediate computer skills with attention to detail and accuracy Ability to work autonomously as well as a part of a team Good interpersonal, written, and verbal communication skills Ability to work in a fast-past paced environment A positive, can-do attitude A desire to learn and the motivation to succeed A strong commitment to OH&S The Benefits of Joining Access Group We offer a generous base salary, and you will also be made part of our lucrative uncapped commission arrangements The opportunity to work for a well-established and secure organization On-going training and development Inspirational leadership, that is eager to help you succeed. Employee Recognition program Company Employee Assistance Program (EAP) to support mental health. A positive workplace with an ongoing commitment to continuous improvement and your development A safe workplace with a strong focus on ZERO harm How to Apply This is a great opportunity to work in a progressive and dynamic team within a secure and stable industry. If you feel that you have the experience, ability, and skills, we want to hear from you! Click Apply Now and upload an updated copy of your resume and cover letter. At Access Group, we recognize that we are strengthened by diversity. We are committed to providing a work environment in which everyone is included, treated fairly and with respect. We are an Equal Opportunity employer and encourage women and Indigenous candidates to apply.

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