

## Operations Administrator

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Company: LIFTRONIC PTY LTD

Location: Australia

Category: other-general

## Operations Administrator

**Location: Melbourne, Western Suburbs**

Administration & Office Support, Administrative Assistants

### Part time

A superb employment opportunity with an independent dynamic company.

Liftronic Pty Limited is making great strides in the installation, maintenance and refurbishment of vertical transport systems for over 35 years.

Liftronic Pty Limited has an enviable record in regards to high levels of staff retention at all levels of the Company. Due to our current expansion program, we are currently seeking a Operations Administrator to join our Victorian branch.

As Administration support, you are the critical first point of contact for clients and will need to be proficient in all aspects of the business.

### You will largely be responsible for:

Front office and administration

Day to day admin tasks

Database management

General office duties

Managing invoicing

Client portals

Upkeep of licencing/induction renewals

**The successful applicant:**

Confident and eager for an opportunity to learn & be part of something electric

Will have great attention to detail

Is driven and passionate

Some experience within reception previously

Is resilient and can multi-task with ease

Is exceptionally well presented, and has a polite and positive attitude

**Why:**

Here's a few things the team love most about working them...

Development opportunities; we invest in our people to create long term value for our customers, our team, and our business.

Modern office space

Parking provided

Part Time – Predominately Mon – Friday role. Hours and days are negotiable

**What we can offer you:**

Strong people engagement and values-based culture

Flexible work arrangements

All enquiries will be treated with strict confidentiality.

If you are seeking an opportunity to join the team and believe that you possess the required skills and qualifications to succeed in this role, press "Apply for this position".

Please note: Only shortlisted applicants will be contacted.

You must have the right to live and work in Australia to apply for this job

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