



### **Administration / Support Person– Newry Station, NT**

- **Competitive remuneration**
- **Accommodation and prepared meals**
- **Learning and Development**

We are seeking an Admin/ Support person with a proactive, positive and can-do attitude to join our team. We are looking for applicants with some administration experience.

### **Responsibilities and Duties.**

- Coordinate office/station communications such as:
  - Answering and directing calls
  - Coordinating correspondence on the station
  - Greeting and sign in clients and visitors
  - Assisting with supplier, staff and contractor enquiries
- Maintain the filing system.
- Assist with the administration of the vehicle fleet.
- Arrange travel and meetings.
- Coordinate station supplies and associated paperwork.
- Coordinate the maintenance of office equipment with vendors.
- Maintain stock records.

### **Essential Criteria**

- Aid in planning, managing, implementing and recording general station maintenance such as but not limited to station fleet, homestead, fencing, roads, land care.
- Assist with processing and payment of invoices.
- Coordinate payroll paperwork.
- Maintain accounting records.
- Maintain fuel records.
- Maintain social club records.
- Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
- Aid with data collection and analysis

**Please provide 2 referee contacts related to the position that you are applying for. Start 2021 Season**

**Please apply to Anna Brown Recruitment: [anna@annabrown.com.au](mailto:anna@annabrown.com.au) 0427644527**