



JOB TITLE: Administration

JOB TYPE: Full Time – Flexible with start and finish times. Total hours 30-40 hours based upon applicant.

LOCATION: U4 8 Strong St, Baringa, Qld, 4551.

SUPERVISOR/MANAGER: Timothy Schmidt (General Manager)

MAIN DUTIES/RESPONSIBILITIES:

- Coordinate and carry out all office administration including reception, mail, couriers, greeting clients, processing and packing orders.
- Maintain a clean and safe workspace, and abide by workplace health and safety policies and procedures
- Co-Ordinate and delegate responsibilities within the warehouse as directed by management.
- Receiving and preparation for sale and/or display of goods
- the pre-packing or packing, weighing, assembling, pricing or preparing of goods or provisions or produce for sale
- the wrapping or packing of goods for dispatch and the dispatch of goods
- the delivery of goods
- loss prevention
- demonstration of goods for sale
- the provision of information, advice and assistance to customers
- operation of stacker lift equipment
- lifting and carrying of goods within safe work standards
- supervision of staff
- buying/ordering requiring the exercise of discretion as to price, quantity, quality
- stock control
- Other tasks as directed

SKILLS & EXPERIENCE

- Customer Service Skills
- Intermediate Computer Skills
- Email creation, sending and communication
- Phone handling Skills
- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint and Outlook)
- Excellent verbal and written communication
- Organised and able to meet deadlines

PERFORMANCE GOALS:

- Complete administration tasks on time
- Ensure office is clean and presentable at all times
- Deal with clients, suppliers and other employees professionally at all times
- Process and complete all orders in an efficient manner
- Reply to emails within a industry standard time
- Answer phone calls within 10-15 seconds
- Pick and send all orders correctly.

- Attend to customers on site in a prompt and friendly manner
- Maintain accurate stock management.
- Observe and attend to daily reporting and action items.

ADDITIONAL BENEFICIAL SKILLS & EXPERIENCE

- Sublimation Printing Experience
- General crafting and experience in this field
- Application and understanding of all print methods
- Graphic Design using photoshop
- Intermediate to advanced photography skills
- Website editing and updating
- Marketing – Social Media, Google Shopping, SEO.
- Video Editing and script creation