



**FOREFRONT**  
*Leading through our people*

**POSITION VACANT - OPERATIONS ADMINISTRATOR**

# WE'RE HIRING!

**At Forefront Services we understand that our greatest resource is our PEOPLE. To help us continue to achieve this, we have an opportunity for a driven and passionate Operations Coordinator to join our team.**

Based in Orange and reporting to the Operations Manager, your diverse range of duties will include:

- Scheduling of works to facilitate project completion in accordance with client timelines.
- Management of work assignments, tracking progress, writing progress reports and troubleshooting issues that may arise.
- Liaising with divisional Managers regarding their requirements and ensuring adequate materials are sourced according to scheduled works.
- Coordinate the issuing of job packs.

## WHAT WE ARE LOOKING FOR:

- Relevant qualifications in Engineering / Fabrication
- Ability to interpret detailed engineering drawings.
- Excellent time management and organisational skills.
- Ability to plan and prioritise workloads and deliver results.
- Excellent customer service skills, with the ability liaise across all levels of the business.

## WHAT'S ON OFFER?

Together with a competitive salary package, you will have the opportunity to make this role your own and to work with a company that genuinely values its employees.

If you have the passion, experience and ability to deliver results in this demanding environment, then we want you as part of our team!

## CONTACT US

For a confidential discussion, please contact us on 02 6362 7070.

Please forward your application to [recruitment@forefrontservices.com.au](mailto:recruitment@forefrontservices.com.au)