



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 Administrator to join our team.

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

- Providing administrative support to the Operations Manager.
- Assist in the coordination of Job Packs.
- Establishing sub-contractor engagement procedures and ensuring ongoing compliance.
- Coordinating site inductions for new and existing personnel.
- Maintain and update EIFY and branch skills Matrix.
- On boarding subcontractors into SimPRO.
- Assisting Projects Administrator with information to facilitate finalising and invoicing Sydney based projects.

WHAT WE ARE LOOKING FOR:

- Relevant industry experience.
- Highly organised, with strong time management 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

Applications close
22 April 2019