



OFFICE RECEPTIONIST/ADMINISTRATOR

Australian Sustainable Hardwoods (ASH) is a privately owned advanced timber manufacturer, located in Heyfield, Victoria employing over 200 people. We are the largest vertically integrated hardwood manufacturer in Australia.

ASH has a vacancy within the Administration Team.

Job Summary

The position is a permanent position based onsite at the Processing Plant in Heyfield. This is an excellent opportunity to join a business with a growth mindset. Reporting to the Finance Manager you will enjoy a varied role as office receptionist and providing operational support to the administration and finance team.

Reporting to the Finance Manager, responsibilities of the role will include:

- Operating the telephone system, directing calls, and assisting with enquiries.
- Greeting of guests to site and providing assistance as required. Guests will include contractors, employees, and a variety of stakeholders.
- Ensuring visitors to site have completed appropriate entry requirements and are complying with safe working practices.
- Data entry with a variety of programs including inventory control programs and excel.
- Organising catering requirements for site.
- Organising daily banking, mail and maintain supplies.
- Assisting with the organisation of functions.
- Assisting with the organisation of site visits.
- Assisting other members of the admin team as required.
- Assisting Production Managers and Supervisors with administration tasks.
- Assisting Marketing team as required.
- Additional ad hoc administration duties.

To be successful in this role it is desirable that you have:

- Excellent people, interpersonal and organisational skills.
- Good communication skills both written and verbal.
- A high level of attention to detail.
- The ability to work well autonomously and within a team.
- Have a good work ethic and willingness to help and learn.
- Have experience in a similar role.
- Have experience with Microsoft Office suite.
- A current Victorian Drivers Licence.

This is a full-time position offering an attractive salary and additional superannuation contributions along with further opportunities for ongoing training and development.

ASH operates a drug & alcohol-free workplace, and all successful applicants will be required to undergo a pre-employment medical including a drug and alcohol test prior to any position offered.

For more information about the role please email julie.harrison@ash.com.au

To apply please email your CV and cover letter to hr@ash.com.au

Applications close Monday 19th February 2024.