



Position: Administration Officer

Reports to: Finance Manager

Department: Administration Team

Location: Heyfield, VIC

Job Type: Full-time, Onsite, Mon - Fri

Are you looking for a new challenge in an administrative role? Australian Sustainable Hardwoods (ASH) is offering an excellent opportunity to work in a dynamic and diverse workplace that has a strong culture of supporting its people.

Broad & exciting role

- Diverse role working for a large, local, manufacturing company.
- Providing support to the team with a wide range of administrative and coordination tasks.
- Ideal for someone who enjoys variety in their day-to-day work and thrives in a dynamic environment.

About ASH

Australian Sustainable Hardwoods is a privately-owned, Australian company based in Heyfield, Victoria, employing over 200 employees. ASH has manufactured high quality products for over 30 years with sales throughout Australia and for export.

We're looking for an individual who shares our values, possesses a natural curiosity and desire to learn, and is energised by the challenges of a fast-paced setting. As part of the administration team, you'll report directly to the Finance Manager and benefit from a solid support system and valuable mentorship.

Our values

- We are committed to the wellbeing of people and the environment
- We encourage each other to do things better every day
- We all take pride in our roles demonstrated by our attitude, effort, commitment, and care
- We involve and listen to each other to get the best outcome

The role

The role of the Administration Officer will include but not be limited to the following tasks:

- Perform general administrative duties including data entry and document management
- Coordinate and conduct mill tours for visitors and stakeholders
- Assist in planning and executing internal and external events
- Manage catering arrangements for meetings and events
- Book accommodation, car hire, and organise flights for staff and visitors
- Provide front desk reception support
- Support the marketing team with administrative tasks
- Handle mail, banking tasks and ad hoc duties
- Assist with the delivery of company events and functions

Your background

- Competent with Microsoft Office Suite (Word, Excel, Outlook, Teams)
- Excellent organisational and multitasking skills
- Great communication and interpersonal skills
- Commitment to a team environment and working collaboratively
- Strong appetite to learning and improving one's skillset
- Show the capacity to be creative, accountable and work autonomously
- Australian Drivers Licence

Why join ASH?:

We genuinely care about our people – it's not just a statement. It's the foundation of everything we do here at ASH. We don't just have a policy around a diverse and inclusive workplace, it's how we operate every day. Our values are deeply rooted in community and we are an employer of choice in the fabulous Gippsland region. We actively invest in your growth and provide opportunities through exciting and varied work. Because we value your well-being, we offer access to an onsite exercise physiologist and counselling services.

How to apply: Ready to join the team? Please submit your resume and a cover letter to hr@ash.com.au highlighting your qualifications and why you see yourself as a great addition to ASH.