



Position: **Health, Safety, Environment & Certifications Administrator**

Reports to: Certifications & Systems Manager

Department: Administration Team

Location: Heyfield, VIC

Job Type: Full-time, Onsite

Broad & exciting role

- Diverse role working for a large, local manufacturing company.
- Ideal for someone who enjoys variety in their day-to-day work and thrives in a dynamic environment.
- Be part of a supportive workplace with a strong culture of collaboration and growth.
- Help shape continuous improvement and strengthen ASH's health, safety and environmental systems.

About ASH

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, manufacturing high-quality hardwood products for over 30 years, with sales throughout Australia and for export. We value curiosity, accountability, and innovation in a fast-paced environment.

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 Health, Safety, Environment and Certifications Administrator will:

- Work closely with the Certifications and Systems Manager to ensure compliance with health, safety and environmental certifications.

- Administrative tasks including data entry, report writing, maintenance of registers, inspections, minutes and other ad hoc tasks as required.
- Drive process improvements and efficiency initiatives.
- Liaise with contractors, visitors, supervisors and other departments.
- Contribute to business planning and continuous improvement.
- Aid development of procedures and systems.
- Help drive adoption of HSE initiatives and processes.

The ideal candidate will have possess some, or all of the following

- Sound knowledge and experience with Microsoft Office, particularly Excel.
- Strong problem solving and analytical skills with the ability to quickly address issues both internally and externally to provide a speedy resolution.
- Willingness to share knowledge and experience with others.
- Strong communication and interpersonal skills.
- Good planning and organisational skills.
- Strong attention to detail.
- Ability to work well under both minimal supervision and within a team environment.
- Demonstrate a capacity for fast learning and comprehension of systems and processes.
- Composure to work well under tight timeframes and competing priorities.
- An interest in safety, environment and compliance

Why join us

We genuinely care about our people – it's the foundation of everything we do at ASH. We foster a diverse and inclusive workplace and actively invest in your growth through exciting and varied work. We also offer access to an onsite exercise physiologist and counselling services to support your wellbeing.

How to apply

Ready to join the team? Please submit your resume and a cover letter to hr@ash.com.au outlining your skills, experience and why you see yourself as a great addition to ASH. Applications close Friday, February 13, 2026.