

Green Efficient Living
456 South Road
Marleston, SA, 5033
(08) 8297 3422

Job Description – Administration

Green Efficient Living is a young, vibrant company with an aspiration to revolutionise the way that South Australian businesses and residents utilise their energy.

As a hardworking and dedicated team, our staff are the epicentre of our business. We pride ourselves on providing a friendly, motivating and team focused atmosphere that encourages decision making, growth and professionalism.

Our expansion and growth as a business means that we are looking for a dedicated part time administration officer to assist in our day to day operations.

Job Description

Your role will be part time in the beginning, working a total of 50 hours a fortnight, with your work hours being 12-5pm.

As the face of our company, you will be well groomed and neatly presented with a good and positive attitude.

Your role will encompass many different aspects of our business, from general daily administration duties, to dealing with clients and basic customer service.

You will be the first point of contact for all customers and clients, as well as Green Efficient Living employees and technicians.

It is expected that you will possess the basic skills required of an administrator:

- Personable and polite attitude
- Basic knowledge of Microsoft Office and Google Drive
- Outstanding interpersonal and communication skills, both written and verbal
- Demonstrated attention to detail in administrative tasks
- Demonstrated ability to work in a fast-paced environment
- Strong relationship building capabilities
- Current South Australian driver's license and your own transport
- Customer service skills and practices
- Excellent time management and multi-tasking skills

Your daily tasks will include:

- Job entry and database management
- Customer service
- Managing and answering phones in a polite and friendly manner
- Taking and entering job bookings through our online system
- Signing for deliveries and helping to manage the filing and organisation of delivery docketts
- Assisting clients with job scheduling and enquiries
- Managing the daily jobs and tasks for the company
- Contacting customers and booking jobs
- Taking payments from customers
- Assisting those in the office when needed
- Assisting technicians on site from the office when possible. Directing them to the right person otherwise

While the basic administration skills are required, many skills will be learnt on the job.

GEL is dedicated to providing a safe, friendly and encouraging atmosphere for all employees to work in. We offer a fantastic workplace with opportunities for growth, development and expansion and we are looking to fill this role with an enthusiastic applicant.

If you feel as though you fit the criteria listed above, please send a copy of your resume and cover letter to hello@greenefficientliving.com.au with the subject line 'GEL Administration Officer – Name'.

Only successful applicants will be contacted.