



## **\*\* Administration Officer/Receptionist \*\***

Cell Engineering has extensive expertise in the coal mining and heavy industry fields supplying technical and design support for many projects.

**We are seeking an enthusiastic, permanent, Mackay based, Administration Officer/Receptionist to join our team of Electrical Engineers.**

This role is the perfect opportunity to expand your skills and develop your career. You will be responsible for the day to day administration support and reception duties associated with the company.

### **KEY ACCOUNTABILITIES**

- Reception duties including incoming calls, public relations and communications with clients
- Invoicing and Progress Reports
- Expense Claim Management
- Working in with the company Office Manager and Accounts
- Time sheet updates and tracking for staff
- Responsible for presentation of the office
- Maintaining office supplies and stationery
- Assisting management and staff with day to day administration tasks
- Continual development and improvement of the company's administration and documentation systems
- Quality Assurance systems management, maintenance and audits
- Coordinate and update staff Calendars in MS Outlook
- Arrange and book staff travel
- Promote and contribute to the quality culture of the office
- Promote and contribute to the office safety, health and environmental objectives
- Assisting with marketing and promotional updates.

### **SKILLS KNOWLEDGE AND EXPERIENCE**

- Strong written and verbal communications skills
- Must be reliable and trustworthy
- High attention to detail is essential
- Well organised and ability to multi-task
- Friendly, approachable with a can-do attitude
- Strong computer skills and good knowledge of MS Office applications
- Must hold a Driver's License (preferably manual)
- Ability and willingness to complete 'Apply First Aid' course

Please apply to [troy.gallate@celleng.com.au](mailto:troy.gallate@celleng.com.au)