

## Administration Assistant

- **Permanent Full Time/Part Time**
  - **Based in Lara**
  - **Market leading Australian manufacturer**
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Air Radiators is an award-winning Australian Manufacturer, committed to the design and delivery of Heat Exchange and fan solutions across diverse markets both domestic and international.

Due to continued growth, we are looking for an Administration Assistant to be part of HR & Administration Team. The role of the HR Administration Assistant is to collect and manage all data relating to employees and assist with the administration requirements across the business.

### **Key duties include, but are not limited to**

- Provide Administration across the business
- Assists with general HR inquiries
- Update HR documents
- Maintain and update various spreadsheets and registers
- Coordinate company announcements
- Maintain schedule and coordinate calendar activities
- Create reports
- Coordinate new employee onboarding
- Coordinate Meetings
- Coordinate Safety Training
- Update and ensure currency of Licences and Certificates

### **Key skills and experience required**

- 3 to 5 years' similar administration experience
- Strong computer literacy (MS Office – Outlook, Word, Excel, PowerPoint)
- High level of attention to detail
- Excellent organizational and time-management skills
- Excellent communication both verbal and written including business report writing
- Maintains professionalism and confidentiality when dealing with sensitive issues

### **Applications**

**Email to:** [recruitment@airrads.com.au](mailto:recruitment@airrads.com.au) with **Administration Assistant** in the subject line.