

Compliance Systems Administrator

- **Market leading Australian manufacturer**
 - **Work in a dynamic team**
 - **Office based in Lara**
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Air Radiators is an award-winning Australian Manufacturer, providing specialised Heat Transfer systems for mobile and stationary applications. With over 45 years of industry experience and an impressive list of Australian and International customers, we have a highly regarded reputation for delivering top quality Heat Transfer systems.

The Role:

This role is responsible for administrating the company's compliance systems including safety, quality, environmental and document management.

- Administer the company's safety, quality, and environmental systems
- Update the company's documents as required
- Follow up on tasks not completed by due date
- Follow up audits, summarise actions and follow these up to completion
- Maintain all safety data sheets within expiry dates
- Implement task reminders and follow these up
- Provide reporting as required

Requirements:

- 3 to 5 years' similar administration experience
- Strong computer literacy (MS Office – Outlook, Word, Excel, PowerPoint)
- Customer service focus
- Warm and friendly approach
- Energetic and enthusiastic
- Excellent organisational and time-management skills
- Excellent communication both verbal and written including business report writing
- Maintains professionalism and confidentiality when dealing with sensitive issues
- Excellent time management and ability to work to deadlines
- Ability to plan, organise and project manage

Applications To

Email to: recruitment@airrads.com.au with **Compliance Systems Administrator** in the subject line.