

ADVERT – Operations Coordinator

A leader in planning and design with a reputation for creative and commercial solutions, Place Design Group is Australian owned and managed. Our teams throughout Australia, China and South East Asia are dedicated to creating great places through service excellence, inspired leadership, and innovation.

Place Design Group Pty Ltd
ACN 82370063
131 Robertson Street
Fortitude Valley, QLD 4006 Australia
Phone +61 7 3852 3922
brisbane@placedesigngroup.com
placedesigngroup.com

creating great places

With our head office located in Brisbane, and recent QA accreditation, we are now looking for administrative support across our operations.

So, if you are looking for your next opportunity, are a highly organised individual with the ability to juggle a number of requests, and administrative support requirements, are a great communicator and motivated to be a part of a creative team culture, then we would encourage you to apply.

Position Overview:

This is an Operational administration role, where you will assist our General Manager with the day to day administration of our operations. The successful candidate will manage the role in a professional and efficient manner, reflecting and enhancing the company's reputation. The role may be full time or part time – with flexibility depending on the successful candidate. The role will include duties such as:

- HR document administration – contract and review updates
- General IT coordination
- QA document administration
- Provision of administration support to General Manager
- Travel coordination
- Provision of administration support to Company Secretary for Board matters
- Training administration support

Essential Experience:

- Experience in Administrative or Executive Assistant / EA roles
- Proficiency with MS Outlook and MS Office programs
- Proactive and solution based mindset
- The ability to work under pressure and multi-task
- Attention to detail and delivery of quality documents and communication
- High level written and verbal communication skills
- The ability to work autonomously and within a team

- Good organisational and time management skills
- A highly motivated worker
- Australian citizenship

Desirable Experience / Attributes:

- Quality management administration experience

Note: annual remuneration will be commensurate with the candidate's experience and potential contribution to the company.

To apply please send your cover letter and CV to administration@placedesigngroup.com.