

## Position Vacant: Office Coordinator

**We have a great opportunity for a highly motivated, professional office administrator to join our team and work in a unique coastal location with a great team of people**

### About **GeoLINK**:

GeoLINK is a multi-disciplinary environmental, planning and design consultancy that has been established in northern NSW for over 25 years. Our principal services are planning, environmental assessment, ecology, civil and environmental engineering and urban design. We offer these services from our offices in Coffs Harbour, Lennox Head, Lismore and Armidale. With a history of strong long standing client relationships, project success and a reputation as an employer of choice, GeoLINK is a highly desirable place to work.

### About the role:

We are looking for a part time office administrator to join our small team of professionals to coordinate office and reception duties at our busy and well-established office in the Lennox Head Village. The successful applicant will be a highly skilled, experienced and motivated administrator. The position hours are 9am – 5pm, 3 days per week.

### This role will involve:

- Proofing, formatting, printing and collation of professional reports
- Creation and formatting of excel spreadsheets
- Telephone and face-to-face reception – the friendly face/voice of GeoLINK
- Photocopying, filing, organising couriers and mail
- Circulation of information internally
- Maintenance of office stationery, consumables and office equipment
- General word processing and data entry
- Documentation of routine office procedures
- Training of all staff to ensure office equipment is utilised to maximum efficiency
- Managing issue of WHS PPE and maintaining safety records
- Liaising with IT service provider to support users with IT requests
- Providing administrative assistance to Quality Assurance Manager
- Providing assistance to Project Coordinator with routine project administration e.g. finalising EOM invoices, entering project tasks into excel, coordination execution of agreements
- Undertaking marketing administration (directed by the Business Development Manager), such as liaising with advertisers, proofing press release copy, managing branded company apparel
- Assistance generally with record keeping and administrative tasks
- Arranging conference registrations, travel and accommodation
- Management of meeting room and vehicle bookings
- Management of GeoLINK calendar of events

**Essential skills and experience:**

- Minimum of three years' experience in a similar role
- Advanced MS Office skills particularly in Word, Excel and Outlook
- Highly developed report proofing and formatting skills
- Competency in spreadsheet preparation and formatting
- Highly developed professional reception skills (especially communication and presentation)
- Typing speed minimum of 35 wpm, with high level of accuracy
- Attention to detail and accuracy
- Ability to prioritise workload and identify support needs
- Flexibility in undertaking a range of tasks for a range of personalities
- Proactive in asking for and anticipating work to be done
- Ability to work as part of a team and autonomously
- Willingness and enthusiasm to undertake routine and menial tasks
- Proactive in maintaining internal systems
- Excellent relationship building skills with clients and suppliers
- Ability to learn new skills e.g. keeping software knowledge up to date
- Willingness to adapt working hours to respond to deadlines
- Current NSW Driver Licence (Class C) and ability to drive a manual vehicle

**Desirable skills and experience:**

- Experience in project management software and/or Adobe suite
- Previous experience in website management, marketing and quality assurance system administration

**Need more information?**

Visit <http://www.geolink.net.au/join us> to download position specific information.

For more information about this exciting opportunity please contact GeoLINK's HR Coordinator, Maree Walo on phone 02 6687 7666 or visit our website.

**How to apply:**

To be eligible to apply, applicants must have Australian Citizenship or have the legal right to work in Australia (unrestricted).

To apply for the position, submit a cover letter addressing the criteria and your resume to:

Maree Walo  
GeoLINK HR and Business Coordinator

**Email:** [info@geolink.net.au](mailto:info@geolink.net.au)

**Web:** <http://www.geolink.net.au/join us>

**Closing date:** Monday, 4 December 2017