

WE ARE HIRING!



Administration Officer

Goforth Building Group is seeking a dynamic and passionate Administration Officer to join the team. Goforth is a dedicated family run business delivering a complete building solution for our clients. We specialise in providing bathroom and kitchen renovations as well as home restumping. Providing the highest quality outcomes with an exceptional customer experience underpins all that we do, and we do this within a dedicated, passionate and supportive team.



> The Role

The Goforth Administration Officer will provide integral office administration within the following areas:

- Contract administration
- Preliminary Design development
- Permit applications
- General administrative duties

> Success Profile

- Certificate IV in Business Administration and/ or relevant experience.
- High proficiency using varying software programs such as Microsoft suite, HIA, DocuSign, Visme and Canva.
- Exceptional interpersonal skills with the ability to effectively communicate with a range of clients.
- Strong capacity to apply initiative, problem solve and proactively anticipate and respond to business administrative needs.

> What we offer

- Remuneration in accordance with the Clerks - Private Sector Award 2020 - Level 3 - 5 (commensurate with candidate skills and experience).
- Exceptional flexibility - work from home, on site or a combination.
- Part-time - up to 20 hours a week.
- Opportunity for growth within the role.



Submit your **cover letter**, **success profile** response and **resume** to info@goforthbuilding.com.au by (insert closing date).

For more information contact Larisa Barker at:



0438 012 185



info@goforthbuilding.com.au