
Job Title: Operations Support Assistant

Role summary

This role would suit a part-time university student with an interest in environmental science and fieldwork, seeking entry-level experience in administration and operations support within a professional environment.

- Manage reception duties (schedule appointments, travel arrangements *etc*).
- Assist company Accounts/Administration Manager.
- Assist company Editor.
- Assist Environmental Scientists.

Essential duties and responsibilities

Manage reception duties

- Carry out routine general administration tasks in line with company procedures.
- Oversee office functions and procedures to ensure smooth running of office.
- Prepare weekly company agenda.
- Deal with confidential information discreetly.
- Arrange and coordinate travel schedules and reservations.
- Oversee tidiness of office including disposal of cardboard and paper recyclables.
- Arrange equipment maintenance as necessary.
- Assist staff as required.

Assist Accounts/Administration Manager

- Assist with and perform company accounting functions including debit, credit and payroll transactions.
- Maintain timesheet data entry and office costs entry.
- Conduct transactional work in project management software (Synergy).

Assist Environmental Scientists

- Assist with preparation of project proposals.
- Assist with quality assurance checks.
- Maintain field equipment.
- Assist with fieldwork, including preparation for fieldwork.

Assist Editor

- Assist with word processing, spreadsheet, presentation and desktop publishing as required.
- Ensure all documentation is maintained according to company procedures.
- Ensure the maintenance of file systems (job files, admin files *etc*).
- Assist in maintaining company library and archives (digital and hardcopy).

Skills and Qualifications

Essential

- Excellent communication (written and spoken).
- Experience in administrative duties.
- Current C class driver licence (manual).
- The right to permanently live and work in Australia.

Desirable

- Interest in environmental consultancy.
- Proficient in the Microsoft Office Suite and experience with practice management and accounting software.

Remuneration

- NRA offers a competitive salary package commensurate with skills and experience.