



# MANILDRA GROUP

*Commitment to Excellence*

## POSITION VACANT

### ADMINISTRATION / QUALITY ASSURANCE OFFICER

Based at Rocklea QLD, reporting to the Site Manager, this key role offers an excellent opportunity to secure your career with an Australian-owned Company committed to complete customer satisfaction. The successful applicant will need to be organised, energetic, customer focused, well presented, reliable, a team player and computer savvy.

Your duties will include but are not limited to;

- General administration duties
- Customer service
- Answering and taking customer enquiries
- Ordering supplies
- Responding to Quality assurance matters

The successful applicant must have previous experience in an administrative function and must be able to display experience in the following areas:

- Effective written and oral communication skills
- Commitment to customer service
- Ability to meet strict deadlines
- Proven ability to effectively communicate with all levels
- Commitment to WHS
- Computer literate with a working knowledge of the Microsoft Suite.

This is a permanent fulltime position working Monday to Friday.

Applications quoting Job Name should be addressed to: Human Resources Coordinator via email: [donna.strahan@manildra.com.au](mailto:donna.strahan@manildra.com.au)

Applications close 20 September 2020