



Mawsons Concrete & Landscape Supplies Site Administration Officer - Kyneton

Mawsons is a family-run business that produces quality construction materials throughout northern Victoria and southern N.S.W. We seek a motivated and confident person to join our professional and friendly team at Kyneton Concrete and Landscape Supplies. The main focus of this permanent role is to provide administrative support at the busy office and also practical hands-on site support as needed. Main duties of this diverse role include:

- customer service
- taking phone orders and enquires
- basic reporting & data entry
- dispatch and sales tasks
- ticketing trucks
- computer batching of concrete (training provided)
- entry level accounts procedures
- stock taking, ordering gardening supplies
- scheduling duties and general office administration

The successful candidate will have outstanding customer services skills and show attention to detail with their work. On the job training will be provided regarding product knowledge, industry operations and systems/equipment use, including loader operator training. Industry knowledge would be an advantage but not essential.

To apply

Email applications and cover letter to: recruitment@mawsons.com.au
(Please state job reference: KCLC001 on your application)

Applications close: **Weds 17th October, 2018**