

## **Junior Administration Assistant – Full Time**

### **Are You Ready To Begin Your Career With Opportunities for Growth and Development?**

We are an expanding environmental consulting company, specialising in soil and groundwater assessment, remediation and monitoring projects. Based in Norwood, we manage projects in metropolitan Adelaide, regional SA, QLD and NT, and service clients in the public and private sectors and the land development, construction, oil and gas and mining industries.

We are looking for an enthusiastic Junior Administration Assistant to join our close knit team and to support all of our administration functions. We offer a friendly, flexible and inclusive work environment and are dedicated to delivering excellence every day.

The successful applicant will be provided with the opportunity and support to complete a traineeship in a Certificate in Business Administration III.

Your responsibilities would include:

- Reception
- Data Entry
- Project administration
- Office filing
- Communication flow (e.g. faxes, emails)
- Travel bookings & couriers
- Stationery and kitchen supplies
- Ad hoc administration support to the CEO, Managing Director and professional staff

Essential to the role:

- Microsoft Office skills (Outlook, Word, Excel, Publisher)
- Excellent communication skills
- Professional presentation
- A positive attitude
- Commitment to excellence

In conjunction, the candidate will have access to a range of employee benefits and an opportunity to make a difference and to share the success of our company.

Personal applications only should be sent to the Chief Executive Officer, Kylie Bishop, at: [kylie.bishop@lbwenvironment.com.au](mailto:kylie.bishop@lbwenvironment.com.au).

Applications are due by **17 February 2012** and will be treated in strict confidence.

Please visit to our website [www.lbwenvironment.com.au](http://www.lbwenvironment.com.au) to learn more about our company our services and our people.