

# Trigg Industries/Mildura Laser Cutting

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## Office Administrator (Casual Position)

This role is to support the current Office Manager and could lead to a permanent position for the right person and would suit someone who likes a challenge and doesn't mind being a multi tasker and who has a view to expand their general knowledge of small business management, sales and marketing. This person will enhance our business's potential to grow by performing efficiently and effectively to assist the team in providing high quality products and customer service to an expanding customer base.

You would be employed by Trigg Industries (ABN 30 108 799 122) and also support the Mildura Laser Cutting P/L team as part of this dual company arrangement.

## Skills required:

- Excellent communication skills both written and verbal
- Competent with MYOB (or similar), Accounts, Reports and payroll with award knowledge desirable
- Sound knowledge of Financial reporting and EOFY procedures
- Some Knowledge of preparing procedural documents e.g. OH&S would be advantageous
- Excellent knowledge of Excel, Word, Outlook preferred
- Ability to be flexible in task assignments as this role includes all aspects of small business operations e.g. basic marketing, sales, agricultural industry service support
- On Job Training will be provided in all aspects of this role
- Current licence required

## Duties will involve:

- Answering phones and working with customers to assist with ordering goods, account enquiries, general enquiries.
- Bookkeeping – reconciliations, payroll, invoicing, accounts payable and receivable, card file management, financial reports and EOFY preparation of files.
- Laser program "Sigmanest" will be an integral tool for invoicing and will be taught on the job as it is unlikely to be an existing skill set.
- Management of superannuation, BAS and PAYG payments and reporting
- Filing, and general management of office systems and procedures
- Website and Social Media updates including marketing via radio, or other mediums may be required from time to time.
- Provide assistance to other members of the team as required
- Sales support, calling stores for orders, managing outgoing goods to regional farm supply stores.

## Expected Hours of Employment

Initially training will be full time for four weeks with a reduction to approximately 2-3 days depending on skills available. This may lead to a full time position for the right person if work load substantiates it.

For more information about Trigg Industries and the many services they provide please go to [www.triggs.net.au](http://www.triggs.net.au).

Applications can be sent to [accounts@triggs.net.au](mailto:accounts@triggs.net.au) and should include a brief letter outlining your reasons for applying and what you may bring to this position as well as a copy of your current resume.