

 <p>11 125 568 461</p>	<h2 style="text-align: center;">Administration Assistant</h2> <ul style="list-style-type: none"> ▪ <i>New position that needs to be developed from the ground up</i> ▪ <i>Great Opportunity with established Industry Leader</i> ▪ <i>Modern office & latest equipment</i> ▪ <i>Hawthorn location</i> ▪ <i>Flexible hours possibility</i>
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The TGM Group is a multi-disciplinary engineering; surveying and town planning consultancy practice, servicing a wide range of clients from our offices in Melbourne, Geelong, Ballarat and Ballina. We are currently seeking a person with exception skills and experience to take up a new and challenging role.

Our company is a dynamic group of experienced professionals who work collectively to achieve great outcomes for their clients. If you are enthusiastic, ambitious, looking for a work environment that challenges and grows your professional skills, then TGM may be the place for you.

Key Duties

The primary role will be to provide administrative support across broad spectrum, including (but not limited to);

- Secretarial and administration support to the Managing Director and selected senior management in marketing, human resources, OHS, quality, in particular;
 - preparation of correspondence, reports and board paper etc on behalf of the MD,
 - generate/format tender and proposal documents using advance MS Word and Publisher skills
 - maintain and update HR/OHS/Quality management databases and assist general recruitment administration, etc
- Provide administration assistance with special projects
- Reception/telephone duties (on a rotational basis)

Personal/Professional attributes

- Broad administration experience, preferably in an engineering or survey consultancy environment
- Advanced secretarial and senior management administrative support skills and experience, with fast and highly accurate typing
- Advanced (level) Microsoft Word, Excel skills, Access and PowerPoint – preferably 2007 or later
- Advanced experience with Microsoft Publisher or other similar graphics software packages
- Experience in complex, professional document preparation, assembly and formatting (e.g. tenders/submissions, promotional or other marketing documents etc)
- Experience with multimedia applications and website design and management is preferable
- A self- starter with the ability to manage multiple complex projects with competing demands/priorities
- The ability to take projects from initial concept stage through to finalisation
- A focused approached to the task, with an ability to complete set tasks within defined time limits and work co-operatively in a team environment
- Established interpersonal skills and the ability to work within an established team of engineers and drafting personnel
- Attention to detail, a commitment to quality outcomes for clients
- Advanced communication skills (written & verbal)
- Excellent client relation and customer service skills
- Must hold a current drivers license and be eligible to work within Australia.
- Willingness to travel and work in different locations



Administration Assistant

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Salary;

- TGM provides a competitive remuneration structure that rewards effort and output. The salaries for these roles will be governed by the skills, competencies and experience the individual can bring to the role.

Who is TGM?

TGM has demonstrated solid growth over the past 10 years and has become a significant Victorian consultancy practice achieved by supporting our Clients' in Infrastructure, Land Development, Commercial, Industrial and Residential building projects through our Civil, Structural, Hydraulic, Engineering, Surveying and Planning consultancy services.

With a team of more than 120 Professional and Technical staff, TGM has the resources to manage small and large scale projects from any one of our four offices in Melbourne, Geelong, Ballarat and Ballina.

As a team, we enjoy the benefits of working on both metropolitan and regional projects and assisting a wide selection of client groups on projects ranging from domestic housing to major infrastructure, commercial and industrial developments. Our success has been built around a reputation for responsiveness, customer focus and quality.

What does TGM offer?

- Diversity and variety of work with fantastic projects
- A multi disciplinary team of surveyors, engineers & town planners
- Modern offices and a supportive work environment
- Ongoing training, professional and career development programs
- The latest IT hardware/software, which is regularly upgraded
- Flexible and Family friendly work environment
- Support for staff involved in community activities and sporting pursuits

Application Details

To be considered for one of these positions, forward with your resume with a covering letter - as one document - outlining your strengths for this role and what you have to offer.

Applications must be marked Administration Assistant (Melb) and can be mailed to;

TGM Group Pty Ltd,
PO Box 563W,
Ballarat West 3350

Alternatively, applications can be emailed to recruitment@tmggroup.com