

Job Description

Administration Assistant



This job description outlines the purpose, key responsibilities, measures of success, values and professional behaviours and skills required for success within the role. It also describes the key measures of success of the role and provides focus for recruitment, development, career planning, performance management and remuneration initiatives.

Position Title:	Administration Assistant
Location:	Bowhill, South Australia
Current as of:	June 25
Reports to:	HR Manager
Support Person:	Administration Assistant Junior
Direct Reports:	
Key Relationships:	Admin, Accts, HR, Quality, Projects, CEO & General Manager

Purpose

- **Together we thrive**

Mission

- **We transform communities & our people, by optimising & building structures that matter**

Core Values

- **We do what we say we are going to do**
- **We get things done, together**
- **We work smarter**
- **We help our clients win**

Core Competencies

- **Smarter together** - optimization specialists in large, welded components
- **Win Before you Start** - cost with certainty
- **Complexity done excellently** - systems and process, refinement
- **Committed to Our Community** - strengthen our region

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Role Purpose:

As our Administration Assistant, you'll play a vital role in supporting our team's day-to-day operations. With a balance of clerical support, calendar management, and employee experience tasks, your natural organisation skills and attention to detail will help us run smoothly and efficiently.

You'll bring professionalism and warmth to your interactions, take ownership of your responsibilities, and provide a welcoming first impression to all visitors, it is incredibly important that this impression of Bowhill is positive and memorable. "Clients are old friends" is part of our brand and we need to live and breathe this mantra every day. Your ability to tell the Boweng story is integral in promotion of our purpose, mission, values, and core competencies.

This role holds key relationships with Admin Assistants in all teams and provides greater support to these, flexibility and prioritisation skills are important. The integral support of the Accounts Coordinator, and accounts function & processes growing your personal skills and building a greater understanding of the Accounts operational systems & management will be a daily focus.

You have the following key areas of responsibility:

- Administration
- Accounts Assist
- People & Culture
- Continuous Improvement

Growth Opportunities

This is a fantastic opportunity to grow, contribute, and thrive in a supportive and positive environment.. Throughout the process of providing support to our greater teams, opportunities to identify your key interests and skill specialisation is available for possible growth into specific administration areas within the Boweng team.

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KEY RESPONSIBILITIES

RESPONSIBILITY	EXAMPLES	MEASURES OF SUCCESS (KPIs)
Administration Assist	Administration <ul style="list-style-type: none"> ▪ Exceptional Reception – you'll know who to direct enquiries to, ▪ Smooth & efficient overall administration assistance coordination, providing indispensable support to all teams and requirements. ▪ Prompt & organized calendar, appointment & meeting facilitation ▪ Projects Support – as per PACE ▪ Quality/WHSE Support - as per PACE ▪ HR Support – as per PACE ▪ Production Support – as per PACE 	<ul style="list-style-type: none"> ▪ You're on top of everything administratively and keep a tight ship in regards to priorities and focus ▪ Roster Master – green and ready to go! ▪ Meetings are prepared in advance to enhance effectiveness ▪ Greater teams feel supported and confident completion of tasks assigned
Accounts Assist	<ul style="list-style-type: none"> ▪ Accounts Support & key person for backup, knowledge on all key daily tasks – as per PACE 	<ul style="list-style-type: none"> ▪ You are hungry to grow in your knowledge of Xero & Accounting ▪ You become indispensable to accounts
People & Culture	<ul style="list-style-type: none"> ▪ Staff recognition, culture & retention of staff is high priority in the facilitation of the Employee Wellbeing & Staff Recognition calendar ▪ Your passionate & drive the culture within our workplace ▪ Promote company purpose, mission, values & core competencies to all clients, visitors, staff, etc 	<ul style="list-style-type: none"> ▪ The "go to person" for administration support & delegation ▪ Events are planned, budgeted ahead & inclusive of all staff ▪ Clients and visitors are impressed by the values promoted by Boweng
Continuous Improvement	<ul style="list-style-type: none"> ▪ Simplify and streamline procedures, ensure they are relevant, up to date and being used ▪ Own the space; electronic, hardcopy, office space, workspace, filing, archive – 5S everything! 	<ul style="list-style-type: none"> ▪ Procedures simple and easy to use ▪ Tidy, organised and systemised ▪ Captures improvements and continuous improvement ideas as you go

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ADMIN/PRODUCTION BEHAVIOURS

BEHAVIOUR	WHAT THIS MEANS FOR THE ROLE
Adaptable	<ul style="list-style-type: none">▪ Demonstrates the ability to handle a broad range of different tasks and assignments▪ Adjusts quickly to different work environments▪ Changes priorities when required without irritation
Reliable	<ul style="list-style-type: none">▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected▪ Maintains high level of character and a professional attitude the role
Engaged	<ul style="list-style-type: none">▪ Creates and/or follows procedures to achieve a high level of quality, productivity and service▪ Asks for direction to verify own accountabilities if unsure and escalate issues in an appropriate timeframe▪ Dedicates the required time and energy to tasks to ensure that no aspect of the work is neglected
Skillful	<ul style="list-style-type: none">▪ Remains up to date with the latest technologies and development in area of expertise▪ Is able to identify the skills required for personal growth and development▪ Is committed to continuous learning and self-improvement
Initiative	<ul style="list-style-type: none">▪ Looks for new and productive ways to make an impact when it comes to generating new ideas or processes▪ Is hard working and self-motivated▪ Identifies and acts on better ways to do things
Team Player	<ul style="list-style-type: none">▪ Assists team members to ensure all responsibilities are met, ands seeks assistance as required▪ Is courteous and treats others with respect▪ Works on projects as part of a team, exchanging ideas and contributing skills that complement those of the other team members
Communication	<ul style="list-style-type: none">▪ Communicates positively and professionally with team members and customers at all times▪ Communicates verbally and in written form with clarity▪ Organises and expresses ideas and information clearly, using appropriate and efficient methods of conveying the information

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BOWHILL ENGINEERING CODE OF CONDUCT

We Expect and Accept:	We Don't Expect or Accept:
<ul style="list-style-type: none">▪ Honesty	<ul style="list-style-type: none">▪ Dishonesty
<ul style="list-style-type: none">▪ Teamwork	<ul style="list-style-type: none">▪ Negativity
<ul style="list-style-type: none">▪ Respect	<ul style="list-style-type: none">▪ Backstabbing
<ul style="list-style-type: none">▪ Patience and Tolerance	<ul style="list-style-type: none">▪ Intimidation
<ul style="list-style-type: none">▪ Work life balance	<ul style="list-style-type: none">▪ Handballing

DESIRABLE REQUIREMENTS

- Valid Driver Licence and reliable transport

QUALIFICATIONS

- Cert III Business Administration

EXPERIENCE

- Customer service (as a minimum)
- Microsoft Word, Excel & Outlook (as a minimum).