



## POSITION DESCRIPTION

<b>Position Title</b>	Administrative Assistant – Maintenance
<b>Location</b>	Head Office, 380 Alexandra St Parkhurst
<b>Employment</b>	Full Time Permanent employment will be offered on successful completion of a 6-month probation period
<b>Supervisor</b>	Maintenance Coordinator
<b>Remuneration</b>	Commensurate with Experience Vehicle Repair, Services and Retail Award

### ABOUT THE ROLE

Hopkins Brothers is a local supplier of Quarry Products, Landscaping Supplies, Rail and Civil Construction Services to Central Queensland and beyond.

The Administrative Assistant will assist the maintenance department with the administration of the NHVAS and fleet maintenance.

### DUTIES & RESPONSIBILITIES

- Enter data, maintain records and produce reports as required by the National Heavy Vehicle Accreditation Scheme (NHVAS) – Mass and Maintenance
- Enter job cards daily into Accentis
- Assist with the ordering of parts and consumables as required
- Routine administrative duties – filing, printing, record keeping, data entry and customer service/reception
- Assist with maintenance scheduling
- Other duties as directed by the Maintenance Coordinator and Office Coordinator

### OH&S RESPONSIBILITIES

- Abide by workplace health and safety regulations and workplace safety policies
- Abide by and promote safe work practices, including appropriate use of PPE
- Maintain safe working conditions
- Operate all vehicles, tools, plant and equipment in safe manner
- Report any hazards, risks or unsafe conditions to your supervisor
- Report any injuries and illnesses to your supervisor or First Aid Attendant
- Report any faulty tools, plant or equipment to your supervisor
- Do not proceed with any task you are not qualified to complete
- Do not proceed with any task that is not safe

- Comply with the OHSE Management Plan, and follow WMSs, JSAs and SWMSs where appropriate

### **SKILLS, KNOWLEDGE AND PERSONAL ATTRIBUTES**

- Punctuality, reliability and flexibility
- Excellent verbal and written communication skills
- Well-developed interpersonal skills
- Excellent customer service skills
- Advanced Microsoft Office skills
- Ability to learn new software
- Excellent organizational skills
- Ability to work unsupervised
- Ability to work under pressure
- Commitment to safety and promoting a safe work environment
- Follow all company policies and procedures