

Job Title	Business Administrator	Location	Hamilton
Responsible To	Office Manager	Position Type	Full-time
Travel Required	As required	Last Updated	22 June 2021
Direct Reports	None	Indirect Reports	None

Job Description

Functional relationships

Internal:

Office Manager
 Directors
 Professional Services Manager
 Sales Consultants
 Project Managers
 Accounts Administrator
 Business Analysts
 Software Developers
 Test Analysts
 Software Architects

External:

Contractors
 Personnel and recruiting specialists
 Personnel Institutions
 Suppliers

Core Values

- Doing what we said we'd do
- Making our clients look good
- Giving our clients choices

Purpose

The Business Administrator will be responsible for supporting the administration functionality of the Company, while providing ongoing assistance to the Office Manager, the Professional Services Manager, and assist the Sales Team, when required.

Responsibilities

- Support the Office Manager and Professional Services Manager
- Note take during the weekly Sales Update meetings and fortnightly Operations meetings
- Assist the Sales Team
- Maintain and update the Personnel system including employee and Health & Safety records
- Ensure Personnel documents/templates are continuously up-to-date and current with Employment legislations
- Handle confidential information including organising and maintaining Personnel files
- Provide ongoing awareness of Personnel and Employment Legislation
- Advocate the Health & Safety requirements
- Support the recruitment process alongside the Professional Services Manager and Office Manager
- Liaising with Recruiters and Candidates
- Coordinate the onboarding and offboarding of staff
- Maintain and update the asset management system including undertaking of Asset Audits
- Order, implement and record any office equipment / assets
- Administer the RealWear processes including orders, quotes, new customer setup, and manage the updates of the HMT equipment
- Coordinate vehicle rentals through the Loop Carshare process
- General office administration e.g., booking of meeting rooms, arrange couriers, etc
- Ensure company documents / templates are current
- Build quality relationships with internal staff, contractors, and suppliers



Performance Standards

Development

- Able to identify the best solution to the problem

Collaboration and learning:

- Able to form and foster strong collaborative relationships with the internal team and our clients that demonstrate mutual trust and a commitment to work together

Health and Safety:

- Ensure colleagues and visitors comply with all health and safety policies, procedures and guidelines

Core Principle:

- Live the Company-X values and always strive to provide clients with a positive experience

Other Duties

- Willingly perform other duties as may be required in accordance with operational requirements
- Comfortable in a fast-paced environment while dealing with multiple tasks and projects
- Be self-directed and able to work without supervision

Skills and Experience

- Five years prior experience in Business / Office Administration
- Proficient computer skills including Microsoft Office Suite and Calendar scheduling
- IT / Software Development industry knowledge (preferred)
- Experience within HR Administration and Asset Coordination
- Excellent English and communication skills (oral and written)
- Methodical person with good organisational skills
- Excellent skills in time management and prioritisation
- Team player with good interpersonal skills
- Must be enthusiastic, energetic, and willing to learn
- A sense of humour

Qualifications

- Business Administration Certification (preferred)
- Valid Driver Licence