

## Administration Assistant

We are seeking an **Administration Assistant** to join the team at Wiley. You will be providing administration support to the team, supporting the Business Operations Director with a diverse range of activities, maintaining the Sydney office space and liaising with guests.

### THE POSITION

*In this position, you will be responsible for:*

- Providing administration support for the Business Operations Director and the team including the creation of documentation, organising meetings, managing scheduling
- Providing support to the team with technology, procedures and initiatives
- Managing to the budget for office expenses including office services and stationery
- Coordinating the implementation of changes within the workspace and the ongoing maintenance of items within the office space either internally or externally as necessary
- Ensuring documentation is consistent and compliant with branding standards
- Support and provide proposal and bid coordination on the ground in conjunction with the marketing and business development teams
- Assisting in the coordination of events
- Welcome and host guests to the office

### THE PERSON

*To succeed in this position, you will have:*

- Minimum 5 years' experience in an administration role
- Be self-motivated, flexible, enthusiastic and approachable
- Consistently display a positive attitude
- Ability to work as part of a team in a dynamic environment
- Ability to multi-task and experience with juggling multiple priorities
- Ability to communicate to all levels of the business, both verbally and written
- Demonstrated ability in Microsoft Office products – Word Advanced, Excel Intermediate, PowerPoint Basic
- Ability to pick up software systems quickly
- A passion for quality, integrity, future focus, a sense of community and exhibits behavior that empowers those around you
- Food industry, Salesforce / CRM and Jobpac experience is beneficial

### THE COMPANY

A fourth generation family company, Wiley lives by the mantra "Create a Better Future". Wiley is an integrated facility solutions business focused on delivering world class food processing facilities across Australasia. As a multidisciplinary company in a specialist field, there are opportunities to learn a wide variety of skills. To learn more, please visit our website at [www.wiley.com.au](http://www.wiley.com.au)

*To apply, please email [jobapplication@wiley.com.au](mailto:jobapplication@wiley.com.au)*