

Office Administrator

About Us

SFM Marine provide a comprehensive offering of maritime support services in Western Australia, including lift and launch, boat engineering, fabrication, boat building, painting, antifouling, prop-speed vessel detailing and marine training. We pride ourselves on personalised service and employing high quality tradespeople.

The Boat Business, a part of SFM Marine, is located in North Fremantle right on the water's edge and we offer all professional services to cater for the recreational and commercial marine industry.

Due to continued expansion, we are seeking an office administration assistant to join our busy team. If you are ready to grow professionally, our specialist team is inviting like-minded individuals to step up and rise to the challenge.

About the Role

Your role will be flexible in nature, but will include:

- Acting as the first point for walk-in customers and telephone calls
- Liaise with customers to resolve issues and provide assistance
- Liaise with engine manufacturers in an administrative capacity
- Work closely with Service team to ensure service schedule is maintained and field technicians are suitably equipped with requirements for the job.
- Placing parts orders and receipting parts.
- Preparing invoices and assisting service team. Input of creditor invoices.
- Monitoring of time sheets and generation of ad hoc reports
- Ordering of office supplies

About You

Desirable skills and attributes:

- Computer literate and ability to use new technology
- Thorough problem solver with the ability to think outside the box
- Identify and manage workload to meet scheduled deadlines.
- Positive attitude and team player
- Willingness to accept direction
- Motivation to learn new skills
- A strong verbal and written communicator
- Sound understanding of OHS & WHS policies

What we provide:

- Manufacturer specific Product training
- A health and safety conscious workplace
- In house training for any safety/operational procedures

- Parking onsite
- The opportunity for professional development

Next Steps

Please submit your resume via the link provided and we will be in touch.

Tattarang and Minderoo Foundation embraces Equal Opportunity and promotes diversity. We actively encourage Aboriginal & Torres Strait Islanders, people of all backgrounds, ages, sexual orientation, and those with Disability to apply.