

PERMANENT PART-TIME SECRETARY

THE COMPANY

Constructive Solutions is an Engineering Consultancy firm operating within the region and from time to time throughout Australia. The firm is growing steadily and currently consists of five full time professional and administrative staff with sub-consultants used to supplement the in-house staff, where required.

The head office of Constructive Solutions is in Tamworth, with other offices in Armidale and Brisbane.

Our work involves Civil Engineering, Environmental Engineering and Project Management. Our client base consists of State and Local Government organisations as well as a number of private clients.

THE POSITION

Constructive Solutions is seeking a part time Secretary to:

- Assist staff on project work (e.g. preparation and printing of reports, preparing tender submissions, arranging Workshops, gathering information); and
- Assisting the Director with the administration of the business (e.g. paying staff, accounting for expenditure, completing returns and correspondence).

Working hours are flexible, with a minimum of 2 days per week. This would ideally be 2x8 hour days with specific days negotiable. Additional hours may be required from time to time when the Company's workload increases.

SKILLS AND EXPERIENCE REQUIRED

The successful applicant will need to be able to demonstrate:

- A high degree of expertise in Microsoft Office programmes and ancillary computer applications such as scanners, email and Internet. Note that a skills assessment test will form part of the interview process;
- A high standard of oral and written communication skills;
- The ability to work within a small, close knit team;
- Initiative and the ability to work unsupervised; and
- The ability to achieve deadlines.

Previous work experience in a technical area and/or office and financial administration would be advantageous, but is not essential.

A current NSW drivers licence and own transport is a requirement for this position.

Applications close on Wednesday 5 August 2009 at noon to admin@constructivesolutions.com.au or to PO Box 1498 TAMWORTH 2340

Steve O'Rourke
Director