

Job 20210823#1 Description:

Position Title: Administration Support Officer - BGI Australia

Location: Brisbane

A job opportunity is available in our Brisbane office for an Administration Officer to join our team. In this role, you will be a key member of our team and work in a busy environment. This role is being offered as a full-time opportunity.

What you'll do

- Coordinate with the Headquarters for relevant management
- Manage office supplies, stock, and orders
- Arrange travels and accommodation for employees
- Organize a filing system for important and confidential company documents
- Answer queries from employees and clients
- Maintain a company calendar and schedule appointments
- Manage phone calls and correspondence e. g. letters, emails and packages
- Schedule in-house and external events
- Assist other colleagues whenever necessary
- Coordinate office activities and operations to ensure the productivity, efficiency and compliance to company policies
- Take dictation and minutes
- Assist other team members e. g. Business Manager, HR and Marketing with general administration

This is the role for you if you have

- A university degree
- Proven work experience as an administrative officer, administrator or similar role
- Solid knowledge of office procedures
- Experience with office management software like MS Office (MS Excel and MS Word, specifically)
- Strong organization skills with a problem-solving attitude
- Excellent written and verbal communication skills
- Attention to detail
- Ability to multitask and prioritize daily workload
- Outstanding organizational and time management skills

If you are self-motivated, experienced in working in a team, and have a strong work ethic, we look forward to hearing from you. All applicants are assured confidentiality and only shortlisted applications will be contacted. It is a condition of employment that successful candidates undergo a company paid Federal Police clearance. To submit an application for this role, all applicants must supply the following documents: a Cover letter to address the selection criteria listed above and your Resume to bgi-australia@genomics.cn. You must have the legal right to work in Australia to apply for this job.