



Office Administrator

Report to: Regional Director of ANZ

Your duties as Office Administrator include but are not limited to the following:

- Coordinate with headquarters for relevant management.
- Manage office supplies stock and place orders.
- Arrange travel and accommodations.
- Organize a filing system for importance and confidential company documents.
- Answer queries by 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 colleagues whenever necessary.
- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Take dictation and minutes.
- Assist the Business manager (e.g., HR/Marketing) with general administration.

The successful candidates for this position are able to demonstrate:

- A bachelor's degree in business administration or related field.
- 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 details.
- Ability to multitask and prioritize daily workload.
- Outstanding organisational and time management skills.

All applicants are assured confidentiality and only shortlisted applications will be contacted. 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 MGI_Australia@mgi-tech.com. You must have the legal right to work in Australia to apply for this job.