

## **Transport Administration Support Officer**

**The Midfield Group is looking to employ a highly motivated individual in a fulltime position in an Administration Support role in its Transport Division. The position will involve assisting with the day to day running of the department including data entry, invoicing, compliance management, purchase orders, taking phone calls, scheduling and rostering.**

The successful applicant will possess the following attributes

- A keen interest in Transport/Logistics
- Ability to work in a systematic and efficient manner
- Strong numerical and accuracy skills
- Good time management skills and the ability to work under pressure and meet deadlines
- Computer literacy is essential – competent in the Microsoft suite
- Effective written and verbal communication skills

Applicants that possess a current Victorian Drivers licence with endorsements will also be looked upon favourably.

Remuneration will be discussed at the time of interview.

Address all correspondence to:

Barry Crimmin

HR/OHS Manager

The Midfield Group

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