

Administration Assistant (Part-time, Thursday & Friday) - Philip Chun Building Code – Melbourne Airport

Established in 1990, Philip Chun provides building code, accessibility and essential services consulting to the construction and development industry. Our staff consist of accredited Building Certifiers, Inspectors and Consultants, Airport Building Controllers, Access Consultants, Essential Services Consultants including Accredited Practitioners (Fire Safety) as well as established and professional support staff.

With offices in Sydney, Melbourne, Brisbane, Perth and Canberra, Philip Chun are one of Australia's largest multi-disciplinary consulting companies. Philip Chun are appointed as the Airport Building Controllers of the federally leased airports in Queensland, New South Wales, Victoria and Australia Capital Territory.

The Opportunity

Due to continued growth our dedicated team based at the Airport are seeking an additional part-time administration assistant (Thursday and Friday).

Working in a support role assisting the Airport Building Controller and Team, you will be responsible but not limited to the following:

- Working closely with the Senior Administration Officer, you will be providing administration support to the building surveying team and maintain the smooth running of day-to-day office activities;
- Preparation of Building Permits/Occupancy Permits;
- Processing of online portal applications & electronic filing;
- Timesheet reporting & ad-hoc collation of data;
- Co-ordination of inspection bookings;
- Handle general telephone and inbox enquires.

Essential Criteria

The successful applicant must display the following to be considered for this role:

- A minimum of 1 year experience working in a similar role in the construction industry or Local Government.
- Strong communication skills;
- Methodical and accurate data entry skills;
- Advanced computer skills including Microsoft Office;
- Must be able to multi-task and priorities work;
- Capable of working in a fast-paced environment;
- Is an Australian Citizen.

Salary Package

- An attractive salary package commensurate with experience is on offer for the suitable candidates.
- Onsite Parking.
- Additional 3 days annual leave provided between Christmas and New Year.

Application

Please note the successful applicant will be subject to a Police Check and must be an Australian citizen to undergo the Baseline Security Clearance process. Please submit your resume along with a cover letter to abcmelb@philipchun.com