

## Business / Office Administrator

LID Consulting is looking to employ a part time administrator for our friendly, relaxed building sustainability consultancy in North Fitzroy. The successful applicant will be an excellent all-rounder and a Jack of all trades!

We need someone five days per week, for 2-4 hours per day (ideally same time each day), between the hours of 10am - 3pm. The role's primary responsibilities will support the company's daily operations and involve:

- General administration including answering phones, and managing and responding emails
- Setting up new projects in Pipedrive, Asana, Xero and Dropbox
- Managing workloads and delegating projects to team members
- Recording quotes and acceptances
- Help with personal assistant type tasks of the team
- Liaise with clients, and following up quotes and leads
- Following up with invoicing and debt collection

The successful candidate will ideally have the following attributes:

- Ability to juggle multiple tasks
- Excellent written and communication skills
- Proficient in MS Office Suite
- Experience with Pipedrive, Dropbox, Asana and Xero (or similar platforms) is advantageous
- Committed to medium to long term employment
- Is reliable, independent, competent with an ability to take initiative when trouble shooting issues - a problem solver!
- Experience with reading architectural plans is valuable
- Applicants with previous administration experience is desirable

In return, we aim to offer stable long-term employment, flexible working hours and arrangements and a fun, close knit team environment.

**Interested persons should apply with a cover letter and CV to [careers@lidconsulting.com.au](mailto:careers@lidconsulting.com.au)**