

ASSISTANT OPERATIONS CONTROLLER

- ✓ Administration and resources coordination
- ✓ A role with a lot of variety and responsibility
- ✓ Fast paced and challenging work environment

This is an exciting opportunity for a self-starter who is team oriented and has the ability to achieve high levels of accuracy and productivity to join a busy operations team. The operations team is responsible for coordinating crew and equipment, and office administration.

Based in Mount Waverley you will be responsible for maintaining the integrity of company operations by coordinating and scheduling resources, minimising disruptions, optimising customer service, cost and resource utilisation. This role will also ensure the functions of the operations control area are performed and maintained to a high standard of safety and efficiency compliant with company policies and procedures. Additional key tasks include, but are not limited to:

- arranging all necessary permits, including Vic Roads travel permits
- sub-hire labour and equipment when necessary
- maintaining communications with crew and clients (especially during unexpected disruptions)
- ensuring administration and reporting requirements are maintained in a timely and efficient manner

To be successful and meet the challenges of this position you **must** have

- attention to detail, be proactive, use initiative and problem solve under pressure
- minimum of 3 years experience in a similar role coordinating staff, fleet, equipment etc.

In addition to the above, you will have excellent time management skills, strong communication and interpersonal skills, an exceptional work ethic and be proficient with Microsoft Office. A working knowledge of visual dispatch system is highly desirable. Availability for after hours and weekend work is essential.

If you are resilient, have an adaptable and unflappable aptitude then we want to hear from you.

A position description is available by emailing anna@recruitsafe.com.au or for confidential inquiries please telephone Anna on 1300 277 633.

To Apply: please send a resume with a covering letter outlining relevant information to demonstrate how you meet the requirements of the position to Anna Hazewinkel, email anna@recruitsafe.com.au