

Position Description

Position: Administration Officer
Wage: Contracted part-time, 20-25 hours per week, \$35 per hour plus super, annual leave, carers leave etc.
Start date: Immediate

The Company:

Solar Flow is a small business based in Preston that is passionate about renewable energy solutions. We specialise in high end solar installations with builders, architects, home owners and commercial clients. The successful applicant can expect a dynamic work environment with lots of variety and opportunities to branch out into other areas of the business should you be seeking more work in the future.

The Role:

This part-time position supports the sales and installation teams by processing solar grid connection requirements for new customers as well as filling out online rebate paperwork to meet regulatory obligations. Other tasks that will need to be completed from time to time are processing warranty claims, checking stock order and maintaining basic warehouse inventory, and some simple customer service tasks. The role reports directly to the CEO and requires you to liaise with our installation teams onsite as well as some external stakeholders like Solar Vic and electricity companies. This position would be ideal for an individual who wants to work a flexible work week with the option to complete some work at home as well.

Desired Skills:

- Excellent communication and general administration skills
- Be able to demonstrate a high level of attention to detail in your work;
- Proficient with Microsoft office software and capable of learning new programs easily (e.g. Xero or Trello);
- Be able to work with and edit Adobe PDF files;
- Demonstrate a desire to lead a customer focused strategy in all completed work.

Preferred Experience: The ideal candidate will have some previous experience completing administration or clerical work in a customer service industry.