



## Business Services Officer

The RED OHMS Group is a growing consultancy headquartered in Perth with an increasing presence Australia wide. We specialise in providing asbestos consulting, safety, occupational hygiene, environmental and training support and solutions for our wide-ranging client base. We work smart, we're committed, and we're keen to succeed. If this sounds like you, we would like to hear from you!

We are looking for an experienced Business Services Officer to join our team assisting in the day-to-day operations of the Company.

Key responsibilities will involve but not be limited to:

- Ω maintenance of the company integrated management system
- Ω manage the day to day running of the office including general office supplies as required.
- Ω Accounts payable and payroll experience are desirable
- Ω maintenance and update of company intranet - SharePoint
- Ω arrange couriers and freight
- Ω coordinate company events
- Ω providing business services support to interstate offices
- Ω provide other administration support as required

Qualities we are looking for in a candidate:

- Ω a highly motivated self-starter, with loads of initiative and a positive attitude!
- Ω a commitment to quality and compliance
- Ω ability to manage multiple tasks across several areas while still maintaining attention to detail
- Ω working knowledge and proficiency in the latest Microsoft Office applications, One Drive and SharePoint
- Ω demonstrated experience in a broad range of administrative duties
- Ω experience with XERO accounting software and ISO compliance would be advantageous

In return, you will be rewarded with:

- Ω a fun, positive and diverse working environment
- Ω the opportunity to grow and learn
- Ω an office close to public transport and the RED and GREEN Cat bus route
- Ω being a part of an exciting and growing business!

Remuneration will be negotiated with the right candidate.