



Administrative Assistant

RED OHMS Group, a fast-growing multi-disciplinary team in Sydney specialising in providing occupational hygiene, environment and training support and solutions for our industrial, civil and government client base. We work smart, we're committed, and we're keen to succeed!

Due to client demand, we are looking for casual assistants to undertake the following tasks:

1. Respiratory Mask Fit Testing
2. Hearing Protection Fit Testing
3. Other administrative tasks as required

The role may be approximately 2 - 3 days (20-30 hours) per week at various locations around Sydney, Central Coast, Hunter and North Coast regions. All training will be provided.

This role may lead to future work opportunities within the Occupational Health and Hygiene and Environmental fields and give the candidate a good introduction into a consultancy environment.

Minimum requirements:

1. Attention to detail and the ability to maintain focus on the task in hand;
2. Highly organised and great at planning work activities;
3. Ability to be flexible with working arrangements, site travel according to client requirements;
4. Willingness to learn, to guide and be guided;
5. Enthusiasm and can-do outlook; and
6. Be willing to engage with and contribute to a growing dynamic team.

Any of the following qualities would be beneficial but not mandatory:

1. Exposure to the health industry
2. Currently studying or qualifications in the Science, Health or Environmental disciplines.
3. Conduct health and hygiene risk assessments
4. Use of scientific testing equipment

Joining the team at OHMS, we offer an opportunity to:

- gain training and mentoring from a caring team of knowledgeable, capable and qualified team members
- have access to international training licensed from the British Occupational Hygiene Society (BOHS)
- determine your career development while we implement together your professional development plan
- flexibility in working hours according to operational needs.

If you fit this description and wish to become an integral part of a new opportunity based in Sydney, Central Coast, Hunter and North Coast regions please submit your CV by applying through this site.

Remuneration will be negotiated with the right candidate.