



To apply for this job, please submit your resume to jobs@rtl-corp.com

Job Title: Operations Assistant

Location : 97 Highbury Road, Burwood 3125, VIC, Australia

Rectifier Technologies is a global, high-tech company specialising in innovative design and manufacturing of medium and high-power conversion modules and systems which service the industrial controls, public utility, mining, telecommunications, and Electric Vehicle (EV) charging markets. We are seeking an Operations Assistant for our Engineering department to assist the Operations Manager in the administration of various development and operations projects being undertaken by the company.

The role will involve working with the Operations Manager, Engineers, Sales & Marketing and other specialists to ensure those project goals are met.

The following essential requirements should be highlighted in a cover letter:

- Perform various operational administrative tasks, including:
 - Assisting the Operations Manager with operational issues.
 - Scheduling meetings as required
 - Producing monthly and weekly production reports.
 - Producing purchases orders as required and following up on their approval and delivery
 - Assist in producing monthly credit cards reconciliation.
 - Assist with quality audit preparation.
 - Assist with the creation and maintenance organisational procedures and policies, suggesting areas for improvement
 - Assisting with recruitment and onboarding processes
- Perform various project administrative tasks, including:
 - Assist with updating project plans for each project each week.
 - Assist with producing monthly project progress report for R&D review project meeting from project plans.
 - Assist with producing resource plans for R&D staff projected versus actual from project plans.
 - Assist in the development of R&D project plans
 - Assist with producing monthly R&D labour costing from timesheets.
 - Following up and check the accuracy of engineering staff weekly timesheets.
 - Tracking expenditure for projects from approved purchase orders.
 - Assist in the development of R&D budgets.

- Assist in the creation and maintenance of project documentation including specifications, manuals, R&D tax definitions.
- Experience in using MS Office, MS Project and ERP systems.
- Would be adventurous if have worked in an R&D development environment
- Must have an eye for detail, organised and adaptable.
- Must have excellent written and verbal English communication.
- Must have outstanding interpersonal skills
- Provide timely feedback to management when issues arise or process improvements are identified.
- Adapt over time as the organisation adapts to customer and marketplace.

Other requirements:

- Complete a qualification - diploma or bachelor's degree preferably in business administration or project management.
- Minimum level of experience required 5 years.
- Must be a self-starter, be a team player but require minimal supervision
- Must have a visa to work in Australia prior to application.

Please include answers to the following questions:

- What's your expected annual base salary?
- How much notice are you required to give your current employer?