



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

Job Title: Office Manager

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

Full Time

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 Office Manager to join our team in Australia. This person will be integral in the smooth running of the operations in our Melbourne office and support our international team.

The applicant must list in a cover letter their demonstrated experience and proficiency in all the following tasks that would be required to be undertaken for the role:

Essentials:

- Oversee the smooth running of the office in Melbourne under the direction of the General Manager.
- Manage purchasing of office supplies, engineering materials and fulfilling sales orders. This will involve using an ERP system.
- Provide administrative assistance to personnel in all departments across the corporation.

Highly Regarded:

- Knowledge of SAP Business by Design.
- Coordinate logistics, including getting quotes and organising shipping labels for both domestic and international shipments (road, air and sea).
- Bookkeeping or intermediate accounting/finance knowledge.
- Assist the General Manager in preparing budgets and tracking project costs, including completing of timesheets.
- Coordinate travel arrangements for local and overseas staff and guests.
- Provide administrative tasks to the head office finance team and the executive officers (CEO and CFO, other directors)



Desirable:

- Oversee site maintenance - coordinating with the landlord, cleaners, lunchroom supplies, etc.
- Event management - company events (e.g. trade shows) and social event planning and organisation.
- Preparation of presentations for management.
- Prepare HR documents, employment agreements, inductions documents and performance assessment documents. Conduct new staff inductions.
- Experience with HR and OH&S handling and reporting.
- Write procedures including HR, OH&S, and corporate procedures and work instructions, and monitoring compliances
- Diploma or bachelor's degree, preferably in business administration or project management.
- Assist in ISO9001 audit preparation and execution.

Other requirements:

- Minimum level of Office Manager experience required - 3 years. Time spent in roles that include transferable skills will also be acknowledged.
- A strong eye for detail, particularly in dealing with part numbers and order quantities.
- Be well organised with good time management skills and ability to prioritise and complete tasks on time.
- A willingness and ability learn.
- Be a self-starter, who can also be a team player that requires minimal supervision.
- Excellent written and verbal English communications skills.
- Ability to communicate across language/cultural boundaries and be a relationship builder.
- Trustworthiness and the ability to keep confidences.
- Proficiency using Microsoft Office and ERP systems.
- Must have Australian citizenship or valid permanent resident visa to work in Australia prior to application.