

B.R.SMITH

LAND SURVEYORS

B R Smith Surveyors P/L - Ph: 9870 6602
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BR Smith Surveyors is a professional consulting firm providing surveying services for a range of land use and development projects.

We are currently seeking a motivated, outgoing, well-presented person to work fulltime hours (Monday-Friday 9am-5pm) in our office situated in Ringwood East.

The successful applicant will be able to work efficiently in a fast-paced environment.

Your duties will include:

- Managing incoming and outgoing emails and phone calls
- Liaising with clients, municipal councils and service authorities
 - Filing and database maintenance
 - General administration and reception duties
 - Management of ongoing projects on SPEAR

The successful candidate will demonstrate:

- Excellent time management & organisational skills
- Flexibility, adaptability and the ability to thrive under pressure
- Be proficient in MS Office suite and have excellent computer skills
 - Strong attention to detail
- Possess sound communication skills and a friendly phone manner
 - A willingness to learn and take initiative
- Mandarin speaking is not essential however would be highly regarded

To be considered for the position you must have previous experience in a similar administration/reception position.

Experience working within the development industry, or a relevant council department and working knowledge of the SPEAR system would be looked upon favourably.

If you believe that you have the necessary ability, please apply to Barry Smith and email your Cover Letter and Resume by Friday 20th September to:

office@brsmith.com.au