

## Office Administrator and IT Support - MELBOURNE

### About Us

Airbiz is an international consultancy which provided strategic and planning advice to airports, airlines, design/construct firms, governments, and airport investors. We have offices in Australia, Canada, the USA, the United Kingdom and New Zealand. Our team consists of airport and terminal planners, business analysts, aviation marketing specialists, project facilitators, modelling and simulation experts and creative strategists. We are renowned for our lateral thinking, which results in innovative and cost-effective outcomes. We have completed more than 2,500 projects in over fifty countries world-wide.

Airbiz is an equal opportunity employer which welcomes diverse, and inclusive workplaces.

Learn more about us at [www.airbiz.aero](http://www.airbiz.aero)

### The Opportunity

We are currently seeking an Office Administrator and IT Support person to assist us in our day to day business with an ASAP start. We are looking to appoint an enthusiastic full-time candidate to join our innovative team in Abbotsford. The successful applicant will also be responsible for assisting with administration and IT for our global offices in Australia, New Zealand, Canada, the United Kingdom and the USA.

### Requirements

The ideal candidate:

- Has experience working in an office environment with good administration skills
- Has intermediate or advanced computer skills and hands on IT support or computer whiz extraordinaire
- Is positive, friendly, professional attitude
- Is willingness to learn and take on new challenges
- Can demonstrate initiative, enthusiasm and 'can do' attitude
- Is Reliable, honest, trustworthy & punctual
- Is self-motivated, accountable, and willing to take on responsibilities within a team environment.
- Can demonstrate commitment and ability to provide quality work and meet agreed deadlines by prioritising tasks.
- Has good written and oral presentation skills.
- Time management, organizational skills to prioritize work and coordinate deadlines.

## Location & Compensation

- This position is to be based in Abbotsford, Melbourne office.
- We compensate competitively, commensurate with experience and qualifications and provide a benefits package, annual salary bonus, and flexible work arrangements.

## Mentorship and Professional Development

- We are committed to helping you grow as part of a team and will work with you to develop a professional development and mentorship plan. As a small firm, we offer a unique opportunity to work directly with senior staff, including principals and senior managers, for meaningful career development and learning outcomes.

## Your application

Your application and CV should be sent to [jobs@airbiz.aero](mailto:jobs@airbiz.aero) with the words "Admin and IT - MEL" in the subject line. Your application should address how you meet the essential requirements and any of the desirable requirements of the position.

Only applications from individuals with the right to work permanently in Australia will be considered for this position.