

<b>Position Title</b>	Business Administration Officer
<b>Reports to</b>	Business Manager
<b>Supervises</b>	Administrative staff as required
<b>Location</b>	Highfields, Queensland
<b>Employment Type</b>	Full Time (38 hours per week) <i>Reduced hours may be negotiated with the right candidate</i>
<b>Salary</b>	from \$85,000 – negotiable based on experience
<b>Probation Period</b>	3 months

## SCOPE OF POSITION

The Business Administration Officer is responsible for providing a high standard of administrative and business support services within GenEng Solutions, and to clients where required. This position plays a key role in the coordination of business operations, including oversight of tendering activities, project setup and administration, and quality assurance of company outputs. Established in 2011, GenEng Solutions has built long-term relationships with valued clients across Queensland and is committed to developing similar partnerships with new clients.

The role requires a self-motivated individual who can work independently, exercise sound judgement, and manage competing priorities. The successful applicant will have strong communication, organisational, and interpersonal skills. The position provides direct support to the Managing Director and wider GenEng team. GenEng is committed to supporting the professional development of all team members.

## MANDATORY REQUIREMENTS

### Academic/Professional Qualifications

- Certificate IV in Business Administration, or equivalent experience

### Experience

- Demonstrated experience in a range of administrative and business support duties, including report preparation, correspondence, filing, and document control
- Experience in coordinating office operations and managing competing priorities
- Experience in tendering and procurement processes

### Skills and Attributes

- High level of interpersonal and communication skills (written and verbal)
- High level of proficiency in Microsoft Word, Excel, PowerPoint, and Outlook
- Strong organisational and time management skills with the ability to prioritise workload
- Demonstrated ability to work independently and exercise initiative
- Willingness to adopt new technologies and tools, including AI-assisted applications
- High attention to detail and commitment to quality

### Other

- Possession of a current open “C” Class drivers’ licence

## DESIRABLE REQUIREMENTS

- Experience in an engineering consultancy, construction, or local government environment
- Experience with project management, practice management or business administration platforms (e.g. Synergy, Basecamp, Egnyte, Xero, MYOB)
- Experience in financial administration, including invoicing, creditors, or payroll support
- Experience in website content management and marketing material preparation
- Experience in quality management systems (e.g. ISO 9001, ISO 45001, ISO 14001)
- Familiarity with AI tools and their application in business administration (e.g. document preparation, research, data management)
- Experience supervising and mentoring administrative staff

## DUTIES

### General Administration & Office Coordination

- Coordinating daily operations of the company office, including prioritising tasks and workflows
- Monitoring and managing administration inbox
- Co-ordinating staff meetings, including agenda preparation and distribution of minutes
- Coordinating conference bookings and travel arrangements for the GenEng team
- Assisting with procurement of goods and services as requested, including marketing materials
- Overseeing company outputs and review of company documentation for quality and presentation prior to issue
- Managing project filing and document control
- Providing customer service, including responding to administrative emails and greeting clients and stakeholders
- Supervising and mentoring administrative staff members as required

### Tendering & Proposals

- Overseeing tender priorities, deadlines, and compliance requirements
- Downloading and posting of tender opportunities
- Reviewing tender submissions and responses, including preparation and submission where required
- Drafting and issuing fee proposals on behalf of the Managing Director and Project Managers
- Maintaining tender register

### Project Administration

- Overseeing and managing project proposals and new project setup across business platforms (Synergy, Basecamp, and Egnyte)
- Maintaining project information across all platforms, including stages, cost centres, budgets, purchase order references, and variations
- Maintaining project phases, dates, budgets, and rates within Synergy and Basecamp
- Maintaining of document management folder structure
- Entering invoices and consultant timesheets into the practice management system

### Business Support

- Prioritising and coordinating reporting requirements and review of outputs as required by the GenEng team

- Assisting with website and corporate profile update requirements
- Providing support to the Managing Director with various tasks as requested, including client report preparation, project coordination, and correspondence
- Assisting with preparing and submitting company tender responses
- Assisting with maintaining and updating company's Integrated Management System (IMS) and Quality Assurance documentation
- Developing company documentation, including company and staff profiles

## ACCOUNTABILITIES

### Integrated Management System

The employee is expected to actively participate in the company's Integrated Management System and shall at all times comply with company commitment to Quality ISO 9001, Safety ISO 45001 and Environmental ISO 14001 objectives.

GenEng management and leadership team are committed to Occupational Health & Safety and expect that the employee shall at all times comply with company policies and procedures relating to Work Health & Safety, as well as all aspects of Legislation, Regulations and Codes of Practice.

### Company Policies

The employee is responsible and accountable to adhere to company policies and to strive to achieve the goals of the company, as determined from time to time, including the Code of Conduct.

### Customer Service

The employee shall ensure that the client requirements and expectations are clearly identified and met in a realistic and timely fashion. An excellent standard of service should be strived for to enable outcomes for each client to exceed expectations. The employee must at all times represent GenEng Solutions in a professional manner.

## WHAT WE OFFER

- Competitive salary with generous superannuation arrangements
- A supportive, close-knit team where your contribution is valued and recognised
- The opportunity to play a central role in a growing consulting firm
- Professional development opportunities
- Highfields location – no city commute

## ACKNOWLEDGEMENT

I have read and understand the requirements of this position and agree to fulfil the duties as described.

**Employee Name:**

**Date:**

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**Employee Signature:**

**Managing Director Signature:**

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