

Title: Administrative Assistant**Key Responsibilities:**

- Deliver the StorMate customer experience by supporting and guiding our customers in making the best choice for their storage needs
- Conduct facility tours and walk throughs, showcasing our facility
- Maintain the presentation, cleanliness and general operational duties of our facility
- Action general administration duties such as customer contracts, inventory, debt collecting, phone calls, emails, filing, account payable and receivables
- Ability to cover responsibilities of Facility Manager while they are on annual leave (on call afterhours)
- Clean and maintain office cleanliness
- Maintain a safe and secure facility by developing and adhering to workplace health and safety procedures

Working hours:

Weekdays – 8:30am to 4:30pm (Flexible working arrangement on offer if required)

About You:

- Strong communication and interpersonal skills, with the ability to build relationships with customers and stakeholders
- Proficient at using technology and multitasking between different systems (including MS Word, Excel, Outlook, MYOB, Windows 11, browsers, mobile phone, text messaging)
- Motivated and proactive, with a positive attitude
- Ability to work well in a team and autonomously
- Enjoy problem solving and taking ownership of tasks
- Growth mindset with a genuine willingness to learn and share knowledge
- Physically fit
- **FULL Driver's license**

About Us:

Established in 2013, StorMate is a leading award winning self-storage operator in Tamworth and rural NSW

We are searching for a unique individual who is looking to be part of a great company and willing to do a variety of roles doing great things, we'd love to hear from you!

Benefits of Working with Us in Return:

- Permanent role with an industry leader in rural NSW
- No weekends, and public holidays off for great work-life balance (unless on call relieving Facility Manager)
- Continuous focus on development and training
- Relaxed atmosphere with all the tools required for the role
- Long term prospects for the right person
- Uniforms provided

Please note, applicants may be subject to pre-employment checks which can include reference checks, medical checks and, with consent, police background checks.

Please note that people with criminal records are not automatically barred from applying for this position. Each application will be considered on its merits. For this role, only those candidates with the eligible right to work will be considered.

Please note that this role is being sourced directly through StorMate and agency submissions will not be considered unless requested.