



Position Description

Position title: Data Entry/Administrator	
Business group: ASQ Group	Department: Head Office
Reports to: Managing Director	Supervises: N/A

ASQ is a locally owned, family-operated business, which has been servicing Central Victoria since 1970. The business consists of three divisions: ASQ Allstone Quarries, ASQ Premix Concrete and ASQ Garden & Landscape. This diversity enables ASQ to provide products, expertise and solutions for a wide range of domestic, commercial and industrial projects, both locally and throughout Victoria.

Position summary

The Data Entry/Administrator is responsible for managing the Company databases and providing high level administrative support to the Head Office. This includes data entry and the maintenance of databases, composing general correspondence, preparing documents, proof reading, attending meetings and minute taking, reception and office administrative tasks.

This is a full-time position.

Summary of key roles and responsibilities:

- Ensure compliance with the ASQ Document Management System (Operational and WHSE)
- Data management
- Written communication
- Administrative tasks

Required attributes:

- Safety-conscious
- Fit for work, according to the position
- Excellent communication and interpersonal skills
- Process driven
- Excellent time management and organisational skill
- Excellent literacy, numeracy and IT skills
- Strong attention to detail
- Exceptional customer service skills
- Highly motivated with a strong work ethic
- Demonstrated ability to contribute to a team in a professional and collaborative manner
- Ability to work unsupervised and autonomously
- Ability to follow direction and instruction but still demonstrate initiative where required
- Ability to work under pressure and meet deadlines



Required experience, education and certifications:

- 5+ years' experience in executive administration supporting Senior Management
- Highly refined communication skills (written and verbal) with experience in composing general correspondence, preparing documents, letters and reports using various technology and databases
- Experience in using various programs and the capacity to learn new programs and procedures quickly
- Solid technical knowledge in Microsoft Office, particularly with Word, Excel, PowerPoint, video conferencing, Teams and Outlook
- Experience in handling highly confidential and sensitive information and material
- Experience in collecting, compiling, and analysing data and information to potentially create reports
- Valid driving licence

Key contacts

- Managing Director
- Operations Manager
- WHSE & HR Manager
- Payroll Coordinator / Accounts Receivable
- Digital Coordinator/Administrator
- Business Process Manager
- IT Manager
- Accounts Payable
- Financial Controller
- Customers
- Suppliers
- Site Managers
- Other ASQ management and workers

We acknowledge this information adequately describes the role of the position, but it is understood all employees of ASQ have a responsibility to contribute to the advancement of the organisation by undertaking other assignments and projects as required. This position description is subject to review and amendment at any time, as appropriate, and as approved by the Directors.

Details of key roles and responsibilities

1. Ensure compliance with the ASQ Document Management System (Operational and WHSE)

The Data Entry/Administrator is responsible for complying with all ASQ policies and procedures according to our Operational and WHSE Management Systems.

Responsibilities include, but are not limited to:

- Adhering to ASQ policies and procedures
- Compliance with the ASQ WHSE Management System
- Liaising with the WHSEQ & HR Manager where required

2. Data management

The Data Entry/Administrator is responsible for the input and maintenance of data across Company databases.

Responsibilities include, but are not limited to:

- Assisting the HR Manager and Payroll Officer in managing and maintaining our HR/Payroll database;
 - Updating employee files
 - Uploading documents
- Managing data for Managers within our CMS OneHub;
 - Data input
 - Adding new suppliers
 - Fleet Management
 - Reporting
- Assisting our WHSE & HR Manager with;
 - Managing the incident register
 - Keeping external websites (portals etc) up to date
 - Annual RAC's
 - Updating the Key Register
- Maintenance of the UENS database
 - Employee, Customer and Product Management
 - Stock adjustments where required
 - Specific projects where required

3. Administrative tasks

The Data Entry/Administrator is responsible for supporting the Head Office with administrative tasks.

Responsibilities include, but are not limited to:

- Answering incoming calls, monitoring the general email, greeting visitors and assisting with customer enquiries
- Assisting the Head Office where required (tasks such as but not limited to booking medicals, credit applications, uniform and stationary orders, maintaining phone lists, Public Holiday trading hours lists, assisting with preparing correspondence and other documentation)
- Scheduling and attending Quarry and Premix Management meetings as well as taking meeting minutes
- Liaising with Managers regarding reporting for Directors
- Adhoc administrative and general housekeeping tasks as required