



From June 2014, the G:link, an exciting light rail system operated by **KDR** – a joint venture between international public transport operator, **Keolis**, and Australia's leading provider and maintainer of passenger and freight rolling stock, **Downer**, will come alive, linking people and communities along the coast. KDR is part of the GoldlinQ consortium, selected by the Queensland Government to deliver the Gold Coast light rail.

The light rail is central to the Gold Coast City Council's 'Bold Future' vision to be a leader in sustainable living through the creation of a world-class, reliable and integrated transport network.

### **ADMINISTRATION ASSISTANT / RECEPTIONIST**

Are you a qualified / experienced Administration Assistant, looking for an excellent career development opportunity within a dynamic and challenging environment? Look no further! We are looking for an Administration Assistant to act as the first point of contact for clients and visitors, displaying an efficient, friendly and professional image of the company.

The successful candidate will be part of a dynamic and enthusiastic team, ensuring the successful launch and ongoing success of the first ever Light Rail network in any regional Australian city!!

You will be responsible for:

- Will be responsible for reception duties
- Provide a prompt and courteous telephone answering service
- Provide an efficient administration and support service to Administration Manager and Senior Leadership team members
- Provide assistance with special events and activities
- Responsible for the formatting of reports, presentations and various other documents
- Manage administration deliveries and procurement as required
- Maintaining diaries, managing meeting rooms and staff areas
- Operating with speed and accuracy various computer systems and packages, as required and assist in the enhancement of systems to optimise office effectiveness
- Ensures that all work undertaken is in accordance with company procedures, including quality procedures
- Will be responsible for access onto premises, monitoring the security system and issuing entry cards as per KDR procedures
- Maintaining records and printing identification and training cards for KDR staff and contractors as required
- Any other administration duties and tasks as required and directed



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The successful candidate will be:

- A highly self-motivated team player, with sound organisational skills
- Fluent in English with excellent written and verbal communication skills
- Customer-focused with the ability to inspire your team with commitment and enthusiasm
- Able to identify and rectify problems and issues in a timely manner
- Legally entitled to live and work in Australia

Your profile:

- Able to maintain a friendly, calm and professional manner and strict confidentiality at all times
- Ability as a potential job share
- Comfortable dealing with a wide range of people
- Can be relied upon to work on own initiative
- Appreciation of clients' needs and client care
- Has a robust and resilient disposition
- Displays attention to detail and vigilance
- Proven knowledge in Microsoft Word, Excel, and PowerPoint
- Ability to learn and operate technology such as a card printer
- Essential: Typing 60wpm. Proficiency in MS Office suite of programs
- Essential: Two years' experience in an administration/receptionist role

If you are available for an immediate start and want to work with the most exciting project team on the Gold Coast, you may apply online directly or send a copy of your resume to Melissa Stone, HR Director at [melissa.stone@kdrgoldcoast.com.au](mailto:melissa.stone@kdrgoldcoast.com.au)



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