



Position: Office Administrator Trainee

Location: Darlinghurst, Sydney

About Us:

Stormwater Sydney is a reputable trade services company providing top-notch stormwater solutions across Sydney. We pride ourselves on delivering high-quality services to our clients and maintaining a positive, professional work environment. We are now seeking a dynamic and reliable Office Administrator Trainee to join our team in Darlinghurst. We are after the right attitude and will teach you everything.

The Role:

Are you someone who enjoys office work and thrives in a fast-paced environment? Are you looking to undertake a business or admin course over the next couple of years? Do you have an eye for detail and a passion for excellent communication? If you're IT and tech-savvy, a quick learner, and enjoy interacting with people, this could be the perfect opportunity for you!

As our Office Administrator Trainee, you will play a vital role in ensuring the smooth day-to-day operations of our office. You will be responsible for a variety of administrative tasks, including:

- Manage general office duties
- Developing our business systems
- Managing phone calls and emails
- Developing Quotes, scheduling appointments and coordinating with clients
- Maintaining accurate records and documentation
- Invoicing and financial administration

What We're Looking For:

- **Reliability:** Punctual and dependable, you understand the importance of your role in keeping the office running smoothly.
- **Quick Learner:** You're eager to learn and can pick up new skills and processes quickly.
- **IT and Tech-Savvy:** You're comfortable with technology and can easily navigate various software programs.
- **Great Communicator:** You have excellent written and verbal communication skills, and you enjoy interacting with people.
- **Detail-Oriented:** You have a keen eye for detail and take pride in your work.
- **Local to Darlinghurst Area:** You're looking to work close to home and be part of a local team.





What We Offer:

- **Training and Development:** We are committed to helping you grow in your career. We will provide you with the training you need to succeed in this role, with the opportunity to advance to Office Manager or other positions within the company.
- **Supportive Team Environment:** Work with a friendly, supportive team that values your contributions.
- **Pay while you learn:** Attend TAFE or Uni and have a paid job as you go.
- **Flexibility:** We can open to flexibility but it is an office based role.

If you're looking for a role where you can make a real impact and grow your career, we'd love to hear from you! Email your CV to careers@stormwatersydney.com.

