

Administration Assistant Rockhampton

NQX is a division of Toll North Pty Ltd. Toll North is a leading supplier of logistics and transport related services, operating predominantly in Queensland and the Northern Territory

Reporting directly to the Administration Supervisor the experienced Administration Assistant will be required to coordinate administrative and compliance activities for the Branch including:

- Ensure that any documentation handled is completely and accurately filled in so as to prevent any delays or errors, which may be caused from incorrect or incomplete documentation passing through the system.
- Ensure incoming telephone calls are answered promptly and courteously, convey messages accurately.
- Liaise with internal personnel to ensure that all operational queries are attended to on a prompt basis and that internal and external customer satisfaction is achieved.
- Maintain a close relationship with key accounts and NQX branches to ensure their requirements are being met where possible and explanation is offered where difficulties arise.

Additionally, the position requires the successful person to have advanced PC skills in Microsoft Word and Excel and excellent numeric and literacy skills coupled with well-developed telephone techniques.

The successful applicant will be required to demonstrate knowledge of administrative procedures and the ability to react quickly to operational changes. An understanding of the Company's computer systems primarily will be an advantage. As will a general understanding and knowledge of the operation of NQX, the structure and reporting relationships.

Please forward resumes to the attention of

Andrew Nottingham
PO BOX 804
Rockhampton QLD 4700
Email: andrew_nottingham@toll.com.au

Applications Close 5pm Friday 27th October 2006

All Positions within NQX are subject to security checks and random drug & alcohol tests.