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Administration Technical Coordinator

Brief Position Description

Position purpose

The purpose of the Administration Technical Coordinator position is to grow the profitability of the business by efficiently administering technical coordination.

Position duties

At all times the duties of the Administration Technical Coordinator are those required to achieve the position purpose.

The position requires building efficient and effective deployment of human and material resources by maintaining, planning and organising all components, logistics and technical facets for installations.

This will include coordinating and project managing installations, engineering and designing systems, client liaison and work bench preparation.

As a compact business with a trim workforce this includes but is not limited to other tasks that may reasonably be expected from a person in a similar position.

Position Purpose may be reviewed from time to time depending on performance and company work demands.

Specific duties may include;

Duties

Your duties will include the following but not limited to, in achieving the position purpose:

1. Drafting of technical drawings and schematics using MS Visio / Auto CAD.
2. Preparation and documentation of "As Built Manuals".
3. General IT support including use of MS Small Business Server.
4. Basic work bench technical assistance and service.
5. Attending to telephone calls and support.
6. Organise stock & inventory.
7. Purchasing and entries using MYOB.
8. Receiving and Dispatching of Stock.
9. Preparation of equipment and materials for installation.
10. Compliance with statutory workplace and industrial relations requirements.
11. Formulation and implementation of related policies and structures.
12. Cost tracking - planning, estimating, monitoring and control of expenses/budgets of projects with the Management and Support Groups.

Required skills and knowledge

Essential

1. Experience in electrical/electronics, building and construction and/or information technology and telecommunications.
2. Sound computer skills, including a working knowledge of Microsoft Office, IT.
3. Have a working history within the electrical/electronic industry.
4. Demonstrate ability to make a positive contribution as a part of a team.
5. Demonstrate effective communication skills including the ability to resolve conflict.
6. Demonstrate ability to apply Occupational Health, Safety and Welfare principles.
7. Proven ability to positively manage operations and personnel in order to efficiently complete work assignments with quality profitable outcomes.
8. Ability to develop and implement policies and procedures.
9. Personal presentation that is appropriate for the position and promotes a positive image of TEC.

Desired

1. Procurement, purchasing and stock management experience.
2. Formal business and/or management qualifications.
3. Experience in project management.
4. Audio/Visual installation experience.
5. Experience with MYOB accounting software.
6. Ability in drafting of technical drawings and schematics using MS Visio / Auto CAD.
7. Basic support and setup of MS Small Business Server.
8. General IT Support & Technical assistance.
9. Positive, courteous and efficient telephone practices.
10. Current driver's licence.