

Administration officer

Position Summary

Revolve ReCYCLING is a social enterprise that aims to recycle and redeploy Australia's bikes, E-bikes, scooters, and other Personal Transport Vehicles.

We want to be the primary platform in Australia to help riders, bike shops, and other retailers, PTV fleet operators, importers, and others give new life to old rides.

As an administration officer, you will play a vital role in handling all administration, customer relations, day-to-day running of the organisation, and the collection and sales of bikes. Furthermore, you will work closely together with the general manager on rolling out new programs ensuring the organisation's growth and efficiency.

This will suit a well-organised person, with excellent administration and IT skills, a great appetite for biking and waste management, and knowledge of bicycles

Key Accountabilities

- Managing a wide range of administrative tasks including data entry, reporting, handling of petty cash, stock and suppliers,
- Assist with the day-to-day running of the organisations which includes handling all external inquiries – phone, email, and in-person, point of contact for all store and workshop visitors, collection and sales of bicycles
- Competency in a range of software programs including Xero or similar, Mailchimp, Word Press, Circuit, Ecwid, and Excel.
- Knowledgeable about bikes so as to provide appropriate input and advice to clients, workshop attendees, and other visitors about repairing, servicing, and riding bicycles.
- Ability to adapt, learn new skills and take on responsibility in a short space of time in order to meet the growing needs of the organisation.

Required tasks include

- **Organisational administration**
 - Handling external inquiries – phone, email, and in-person,
 - Point of contact for store and workshop visitors,
 - Assist with collection and sales of bicycles
 - Supplier relationship management
 - Stock management
 - Financial administration incl petty cash, invoicing, and sales of bikes
 - Program administration including for bike equity initiatives, bike shops waste management, and educational workshops

Revolve Recycling PTY LTD
ABN 37 650 072 727

M: 0459 999 110

E: guido@revolverecycling.net

W: revolverecycling.net



- **Office administration**
 - Coordinate data entry and software applications including website
 - Coordinate internal communication/meetings/minutes/calendars
 - Manage IT support incl liaise with external IT consultant
 - Assist General Manager with cash handling and banking
- **Event administration**
 - Manage workshop calendar and bookings
 - Adequate preparation of logistics for workshops
 - Assisting in preparation of other events including auctions, exhibits and markets
 - Assist with the development of new events

Please respond to each of the following Essential and Preferred criteria - considering your skills, knowledge and past experience if relevant.
Include your CV to complete your application.

Essential Skills:

- Administrative and organisational skills including data entry
- Experience in planning and coordination of projects or events
- Ability to negotiate with a diverse group of suppliers, partners and customers
- Experience with handling inquiries – phone, email or in person
- Computer literacy including Xero, Mailchimp, Circuit, Word Press, Ecwid, and Excel
- Ability to work unsupervised including prioritise and managing multiple tasks
- Basic knowledge of IT networks
- Familiar with cash handling

Preferred Skills:

- Experience in the bicycle sector
- Experience in maintaining stock control records
- Experience in the waste or recycling industry
- Experience as a salesperson

What Revolve ReCYCLING Provides:

- Part-time contract - 20hrs - Retail award lvl6, subject to 3-month review
- 20% staff discount on purchases of bicycle

How to apply for this job

Please submit a written application addressing each of the selection criteria as separate points. In your application, please include your contact details, a current resumé, and the names and phone numbers of two referees.

Applications must be sent as soon as possible by email to guido@revolverecycling.net. For more information Contact General Manager, Guido Verbist, via email guido@revolverecycling.net or via phone 0459 999 110

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