



Sandvik Mining and Rock Technology Receptionist

Sandvik Mining and Rock Technology is a global leader in the supply of equipment, tools, services, support and technical solutions for the mining and construction industry. We offer a diverse range of opportunities through our businesses and cross-border networks, enabling you to explore your potential and thrive.

The role

Sandvik currently has an exciting opportunity for entry-level full-time Receptionist. The role is to ensure efficient management of the reception area and all related duties within the Milton office. All duties must be carried out with a focus on excellent customer service delivery.

This role is a full-time requirement.

Areas of responsibility

- Welcoming visitors by greeting them, in person or on the telephone and ensuring all visitors understand the facility sign-in procedure and site safety precautions while maintaining a professional appearance.
- Directing enquiries to the appropriate department while communicating with both internal and external customers in a courteous and professional manner.
- Organising and managing work tasks according to schedules and monitoring stationery and office equipment; such as printers and ordering supplies.
- Organising catering as required
- Raising and receiving purchase orders in line with purchase requisitions
- Carrying out duties as instructed by your manager including other adhoc duties.
- Process all mail and organising couriers when required
- Full switchboard duties

Your profile

We are looking for someone with great Customer service who is looking to grow their administrative skills with a corporate capacity. You will have the ability to work unsupervised as well as a part of a team.

With your initiative and determination to achieve goals and targets set for customer. Experience in administration advantage, while sound basic computer literacy, outlook, word, excel and abode is essential.

Additionally, you will have a great attitude with an approachable and welcoming manner with exceptional time keeping and flexibility.

What we offer

- 12% Superannuation
- An Employee Benefits Program including salary sacrifice options, bonus scheme, and Length of Service Recognition program
- Company funded paid parental leave which includes superannuation contributions during the leave period
- Training and development opportunities for employees such as internal programs or contributions towards external studies
- A Sandvik Wellness Program for employees' who want to improve their health and wellbeing

Our Company and Culture

We conduct business in a sustainable and responsible manner. To achieve this, we always act in line with our high ethical standards, putting safety first and always showing consideration for the environment and the communities in which we operate. The safety and well-being of our employees and the environment are our core values. Finally, we care about others and build relationships based on honesty, respect and trust.

At Sandvik, we recognise that we are strengthened by diversity. We are committed to providing a work environment in which everyone is included, treated fairly and with respect. We are an Equal Opportunity employer and we encourage applications from women and Aboriginal and Torres Strait Islander people.

WEB LINK