

## Service Administrator

### Company & Role

Building on its success of its parent company Royston UK, Royston Australia has established itself as a leading independent diesel engine supplier, maintenance and repair company. Operating successfully within the global marine and offshore market for more than 40 years, with bases in the UK, Australia and Nigeria the company has gained an excellent reputation.

We are looking for an experienced Service Administrator who can support the Operations Manager with day-to-day administration working closely with key stakeholders carrying out works as outlined below:

- Reports to: Operations Manager
- Location: Henderson, WA 6166

### Role purpose and Key responsibilities

- Provide administration support to the Operations Manager
- Build relationships with all Key Stakeholders

### Essential experience and knowledge

- Excellent communication and organisation skills
- Organise logistical planning of engineers, spare parts and tooling
- Book accommodation, vehicles, and flights
- Utilise OEM online parts systems to identify parts pricing as requested
- Support business development and marketing activities
- Support administrative requirements for QHSE systems

### Useful Experience

- MS Dynamics
- Microsoft Software Packages
- Experience of working within a service environment

### Salary Package

- Competitive salary
- 4 weeks Annual Leave

If you have the necessary skills and experience, please send your CV and covering letter to [admin@roystonaustralia.com.au](mailto:admin@roystonaustralia.com.au)