

Administration Assistant – full time, flexible hours

About Us

Solar My Home WA is a dynamic and professional organisation specialising in the supply and installation of Solar PV, Energy Storage Systems and EV charging solutions.

We are West Australian owned and operated business and pride ourselves on commitment to work ethic, high level customer service and safety.

We set the benchmark in our approach to the renewable energy industry, maintaining unparalleled standards from our consultations right through to our post installation service. Solar My Home WA also prides itself on developing the people who work with us. We believe that people make us who we are and are looking for those who want to be challenged and grow themselves in our innovative industry.

The Role

We are seeking an Administration Assistant to join our team, based at our head office in Gnangara. The position is full time with flexible hours on offer to suit the successful applicant.

You should be a great communicator, have a professional phone manner and great attention to detail, have a proactive approach and be a real team player who thrives on learning new things.

Duties

- Liaising with clients and installers in relation to equipment supply.
- Assist in answering phones and handling queries.
- Calling leads and booking appointment for quotes and service inspections.
- Processing sales orders into customer invoices.
- Completing STCs documentation in an accurate and timely manner.
- Updating and managing Team Calendar.
- Running errands
- Note taking for meetings.
- Booklet creation.
- Data Management
- Other Administrative duties as required.

Skills & Experience

- Minimum 1 years' experience in a similar role.
- Intermediate MS office skills including Word and Excel.
- Strong attention to detail.
- Ability to use initiative and manage numerous tasks.
- Self-motivated and can work with minimum direction and supervision.

- Professional, mature, and friendly approach.
- Ability to communicate concisely and effectively.

Requirements

- Drivers Licence.
- The position is open to Australian citizens &/or persons that have a legal, valid right to work in Australia.

Culture

Solar My Home WA is a family run business and we value the team members who work with us to achieve our mission of moving WA towards a sustainable and energy independent future.

Our Director encourages health and wellbeing in the workplace, and we provide opportunities for you to try new ways to implement mental and physical health both at work and outside the workplace.

We believe in our team, and our team believe in our leadership for a better future for all of us – together we are looking for the right individual who will work with us towards our goals.

This role is available immediately.