

GROUP ADMINISTRATION MANAGER

- **\$120,000 - 140,000**
- **ASX Listed Business**
- **Reports to the CEO**

In a little over 25 years this business has become the market leader in its field. Listed on the ASX in late 2000 it has a track record of uninterrupted Revenue and Profit Growth. The Group has taken advantage of a variety of business opportunities which have included mergers and acquisitions. Recent strategic Initiatives have seen the business emerge as the one of the few truly integrated organizations operating in its sector.

The key to their success to date has been a talented and innovative management team and an ability to anticipate change in their main areas of operation.

This role materialises due to the promotion of the incumbent into an Executive role. Reporting directly to the CEO this role is highly visible, wide ranging and broad in its remit. The responsibilities will include:

- Overseeing the Client Services Function
- Overseeing the Group Compliance Function, including supervising the Compliance Manager
- Overseeing Group Insurance Requirements
- Oversee Group Occupational Health & Safety
- Oversee Group Purchasing
- Oversee Group I.T.

Tertiary qualified, the successful candidate is a self starter possessing high levels of energy and drive. The ability to communicate effectively at all levels and influence decision making will be critical to the success of this role. In addition to having leadership experience individuals must have led a large operation or administration function in a high volume processing environment. Any imaging and work flow experience would be viewed as advantageous.

To discuss this opportunity in greater detail please contact Jon Vonk on 0439101909 (Evenings/W'ends 03 9534 3830). Applications can be submitted in the strictest of confidence to jon@vonk.com.au