

Title: Administration Assistant

Location: Launceston

Company: Tiny Homes Tasmania Pty Ltd

Report directly to: Jason Zadow (Director)

Company Overview:

At Tiny Homes Tasmania, our mission is to simplify the home-building process through transparency, honesty, and exceptional support. We strive to excel where traditional methods fail, making complex processes easy to understand and navigate. Every project is unique, and we empower our clients to express their individual visions without limitations. We embrace the philosophy of "Live Small, Dream Big," encouraging a balanced lifestyle that prioritises meaningful experiences while pursuing ambitious dreams. Together, we foster a community that values collaboration, ensuring everyone feels confident and inspired on their journey to homeownership.

Job Summary:

We are seeking a highly organised and proactive Administration Assistant to support our leadership team. The successful candidate will play a key role in managing administrative tasks, coordinating schedules, and facilitating communication to ensure the smooth operation of Tiny Homes Tasmania.

Purpose of role:

Guided by Chase, our Project Coordinator, your role is to take ownership and responsibility for all administrative tasks to allow Chase to focus on his primary responsibilities.

Responsibilities:

- Provide comprehensive administrative support to leadership group – Director, Project Manager, Construction Manager and Project Coordinator.
- Develop an in depth understanding of what is required to maximise efficiency in the office.
- Manage the calendar, schedule appointments, and coordinate meetings. Respond and filter all written enquiries – website, email, social media.
- Prepare and edit Email correspondence, policy and procedure documentation, and reports.
- Act as a liaison between the Director, management team, clients, contractors and suppliers.

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Learn to speak on behalf of the company as instructed, both written and verbal.

- Handle confidential information with discretion and professionalism.
- Assist with project management by being the backstop. Follow-up on any action items with the management team and construction team.
- Conduct guided inspections with clients who book appointments to view our display homes and workshop.
- Maintain organised filing systems, both digital and physical.
- Support company events and promotional activities as needed. (Open days or Agfest)

Required experience / Qualifications:

- Proven experience in a similar administrative role.
- Experience in the construction industry is desirable with basic understanding of building terminology.
- Proven organisational and time-management skills.
- Strong written and verbal communication skills.
- Proficiency in **MS Office Suite** (Word, Excel).
- Experience with **Google Systems**: Gmail, Drive, Sheets, Docs, Calendar etc.
- Experience with **HubSpot** CRM or similar.
- Proven experience using **generative AI platforms** such as ChatGPT, Gemini etc
- Understanding of Social media platforms Facebook, Instagram and Business Suite App.
- Must be proficient using **Xero** Accounting software:
 1. Invoicing
 2. Quoting
 3. Reconciling payments
 4. Uploading invoices to generate batch payments
 5. Processing payroll
- Ability to prioritise tasks effectively and bunch similar tasks into blocks for efficient time management.
- Interest or background in affordable housing or tiny homes.

Core Admin Values:

Live small, dream big.

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Your value is determined by your ability to demonstrate strong organisational skills, proactive problem-solving, and effective communication. Your ability to streamline processes, adapt to changing needs, and provide reliable support that enables leadership to focus on strategic goals, ultimately contributing to the organisation's success and growth.

Things to Think About Regularly:

Specifics on below will be outlined in the playbook

- Is the Calendar accurate?
- Is the email inbox clear?
- Is every single enquiry on all platforms being responded to in under 3 hours?
- Did I implement and record a strategy for that recurring issue?
- Am I evaluating tasks to improve efficiency?
- Am I adapting and willing to implement changes or research better solutions to problems?

Time Management/Hours:

- Working Hours are from 8-4 Monday-Friday

37.5hr week

- As part of this role there may be a requirement for some out of hours communication between Admin and management. Such as last-minute schedule changes/updates to calendar, reminders, critical notes etc.

Reporting:

- Regular meetings between management occur, when necessary, which you will be a part of. You will learn to understand what is going on in all areas from sales, design, construction and delivery and assist where needed.

Ownership:

Taking ownership for the Administration Duties means being fully responsible for your role's success and failure. Once you are competent in a task or responsibility you will then take ownership of it, and the Director or delegated Manager will step away. The frequency, which this occurs is a key indicator of your value to the company. It's about proactively solving problems, innovating, and always

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seeking improvement. By showing initiative and accountability, you contribute more and create a better team environment.

Benefits:

- Salary negotiable depending on experience.
- Training Opportunities.
- Incredible team who are genuinely great to be around.

How to Apply:

Please submit your resume and a cover letter outlining your suitability for this role to

<https://tinychomest Tasmania.com.au/about-us/join-the-team>

Or email info@tinychomest Tasmania.com.au directly.

Thanks for taking the time to Apply and read this Job Application in full. If you have reached the bottom of this application I have a special request. Only applicants who have taken the time to apply with a cover letter addressed to Jason will be considered along with your resume.

Jason Zadow

Managing Director

Tiny Homes Tasmania

0403 400 714

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