



**CITYWIDE**

shaping sustainable landscapes

---

## ADMINISTRATION OFFICER

Citywide Infrastructure is a leading provider of civil contracting services including asphalt production and lay, routine and preventive infrastructure maintenance, traffic management and parking meter management. From design, planning and project management to programmed maintenance, we deliver integrated civil contracting services to government and private enterprise.

Citywide is seeking an Administrator with experience and a “can do” attitude to join their infrastructure team based in North Melbourne. This role will be responsible for a variety of key administrative duties including maintaining the payroll system, debtor management, office administration and assistance to a small group of project engineers. The successful applicant will have experience reporting to multiple managers, 2 years experience in a similar administrative role as well as some experience with both Payglobal and Great Plains.

### Additional Key Responsibilities:

- Sales Invoicing
- Inventory Management – Raw Material receipts, receipting POs with Dockets, Matching POs with supplier invoices, stock reconciliations etc
- Pay role administration
- Raise and receipt PO's for costs incurred by– maintenance, subcontract related costs etc
- Responsible for inter-company transactions
- End of month reports to managers.

To apply for this opportunity please send your resume with a cover letter clearly stating the position you are applying for to the **Recruitment Advisor, HR Department –**

**Post:** GPO Box 4969, Melbourne, VIC, 3001

**Fax:** (03) 9261 5014

**Email:** [apply@citywide.com.au](mailto:apply@citywide.com.au)

**Applications Close: August 6<sup>th</sup>, 2010**