

FULL-TIME POSITION - IMMEDIATE START

Office Administrator & Accounts Co-Ordinator
Bendigo Region, Victoria

\$65,000-75,000+ p.a. plus incentives



About Storm Industries

Storm Industries is a rapidly expanding service company dedicated to delivering premium property services across Central Victoria and the Macedon Ranges.

We pride ourselves on having a dynamic team culture through operational excellence, trust, and absolute customer satisfaction.

As we continue to scale our business operations, we are looking for an adaptable administrator and accounts specialist to help guide our front office and logistical operations.

Position Summary

Operating at the centre of our administrative operations, the **Office Administration & Accounts Coordinator** is the key point of contact for our valued clients and service teams.

This role combines warm client communication with financial administration in Xero and schedule coordination across our 5 distinct operational divisions.

We require an intuitive problem solver who thrives in a collaborative environment and takes pride in keeping business operations running smoothly.

Key Responsibilities

- **First Point of Contact:** Act as the welcoming, professional voice of Storm Industries, managing incoming phone calls, emails, and web enquiries from new and existing residential and commercial clients.
- **Cross-Service Team Coordination:** Schedule, dispatch, and coordinate personnel and job bookings across 5 distinct Storm Industries service divisions to ensure optimal operational efficiency.
- **Financial Administration [Xero]:** Manage day-to-day accounts receivable and payable, create and send invoices, process supplier bills, reconcile bank feeds, and follow up outstanding accounts using Xero.
- **Operational Problem Solving:** Resourcefully manage daily schedule changes, urgent client requests, and operational bottlenecks with a calm, solution-oriented approach.
- **Administrative Support:** Maintain accurate client database records, assist leadership with general documentation, and ensure streamlined office workflows.

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What we are looking for

- **Client-First Attitude:** A naturally friendly, helpful, and empathetic communication style that delivers a positive customer experience on every interaction.
- **Software Competence:** Demonstrated hands-on experience using Xero accounting software for daily bookkeeping and invoicing.
- **Multitasking & Organisation:** Strong organisational skills with the ability to manage logistical coordination across multiple active service streams simultaneously.
- **Initiative & Resourcefulness:** A practical problem solver who anticipates operational needs and works autonomously to resolve issues.

Employment Benefits & Statutory Compliance

Storm Industries complies with the Fair Work Act 2009 [Comm.] and relevant modern awards.

This permanent full-time position includes -

- **Flexible Conditions:** Genuine flexibility working location arrangements for the right applicant.
- **Annual Leave:** 4 weeks [20 days] of paid annual leave per year of continuous service, accruing progressively.
- **Personal/Carer's Leave:** 5 days of paid personal/carer's leave per year for unforeseen illness or family care needs.
- **Superannuation:** Legally compliant Superannuation Guarantee contributions paid directly into your nominated fund.
- **Public Holidays:** Paid time off for designated Victorian public holidays where they fall on ordinary rostered days.

Ready to Join the Team?

Applications can be submitted formally via the Storm Industries website Careers Page.
<https://www.stormindustries.com.au/careers/> or call 0480 249 811 for more information.

Please ensure you have an updated resume and a brief cover letter outlining your suitability for the role ready to upload. Check boxes for Drivers Licence, Right to Work & Police Check apply.