

## 《 해외 채용 정보 》

□ 국가/채용부문	(Australia) Administrator
□ 기업명	BHP
기업개요	세계 최대 광산업체
광산명	Mining Area C
웹주소	https://www.bhp.com/
□ 채용인원	-
□ 근무형태	정규직
□ 급여(시급/연봉)	(협의)
□ 주요업무	<ul style="list-style-type: none"> <li>• Actively identify improvement opportunities and time optimization solutions to forward plan work and ensure effectiveness of leadership team</li> <li>• Diary and email management to enable the efficient organisation and execution of daily activities</li> <li>• Preparing agendas, presentations, reports, and coordinating meeting logistics</li> <li>• Using SAP for purchasing (POs/ PRs)</li> <li>• Event management with both internal and external stakeholders; and supporting projects and other ad hoc duties as required</li> <li>• Working closely with the Mining Leadership team to support onboarding of new employees</li> <li>• Actively identify improvement opportunities and time optimization solutions to forward plan work and ensure effectiveness of leadership team</li> <li>• Travel and accommodation bookings</li> <li>• Supporting Superintendent and Supervisors with time sheet management, cost reporting and meeting coordination</li> </ul>
학력	-
경력	-
언어	• 영어
□ 자격요건	<ul style="list-style-type: none"> <li>• Strong technical proficiency with Microsoft Office Suite</li> <li>• SAP experience desirable</li> <li>• Experience coordinating / managing travel on varied rosters for large groups advantageous</li> </ul>
기타	<ul style="list-style-type: none"> <li>• Effective communication on a variety of levels</li> <li>• Strong organisational skills and time management skills</li> <li>• Achieves results through working with multiple stakeholders and managing multiple work processes in a busy and complex environment</li> <li>• be fully vaccinated against Covid-19</li> </ul>
□ 우대사항	-

[자료원]

<https://www.seek.com.au/job/55050352?type=standout#searchRequestToken=49a93568-49ed-433a-a1be-9151ec4559fa>