



WE'RE HIRING

CASUAL OFFICE ADMIN ASSISTANT

Minimum 15 hours per week

Yulara / Ayers Rock Automotive

Ayers Rock Automotive is looking for a reliable, friendly and hands-on person to join our busy workshop office team. This is a varied support role suited to someone who enjoys dealing with people, staying organised and helping wherever needed.

WHAT YOU'LL BE HELPING WITH

- Answering phone calls and assisting with day-to-day customer enquiries
- Customer interaction at the workshop and general office administration
- Ordering, receiving and checking spare parts
- Picking up and dropping off customers, vehicles and parts as required
- Supporting the Workshop Operations Coordinator with daily workshop office duties
- General office, workshop reception and site cleaning / presentation
- Other practical duties that help keep the workshop running smoothly

WHAT WE'RE LOOKING FOR

- **Current driver's licence - essential**
- Reliable, punctual and comfortable working as part of a small team
- Friendly and confident communicating with customers
- Organised, practical and willing to assist across a range of tasks
- Previous office, administration, customer service or automotive experience is helpful, but not essential

THE ROLE

Casual position with a **minimum of 15 hours per week**. The successful applicant will work closely with the Workshop Operations Coordinator and report directly to the **General Manager and Workshop Operations Coordinator**.

INTERESTED? WE'D LOVE TO HEAR FROM YOU.

Please forward all enquiries to ben.johannsen@arauto.com.au | 0437 626 724
or drop a resume into the office and have a quick chat.

AYERS ROCK AUTOMOTIVE | Supporting motorists, locals and visitors in Central Australia.