

People and Business Manager

- People Management, Business Management and Quality
- Professional, committed and friendly team
- Based in beachside Elwood

The Company

JTA Health Safety & Noise Specialists Pty Ltd (JTA) is a medium sized OHS&E consulting firm established in 1988 and operating throughout Australia. Our business is split into 3 practices: Health, Safety and Noise, and is focussed on providing services of a high standard through objective assessment of risks and practical risk control solutions.

JTA has an established first tier client base including federal, state and local government and some of Australia's largest commercial and retail businesses as well as a range of smaller clients.

The Role

Reporting directly to the CEO, the role of People and Business Manager is critical to our ongoing success. The role involves managing a growing team of 20 employees delivering scientific testing and risk assessment advice in occupational health and safety, occupational hygiene (including asbestos related services) and occupational and environmental acoustics throughout Australia.

We are looking for an energetic person to support the directors and practice leads in managing day to day operations and the efficient organisation of consulting work and the associated administration.

Responsibilities include the following, with specialist advice and assistance where required:

- Managing and maximising work flow and productivity
- Working with the service delivery and sales teams to develop and provide solutions to clients
- Developing or reviewing and implementing new systems and procedures
- Day to day HR management
- Managing the ISO accredited QS&E integrated management system
- Reviewing and setting up supplier / partner contracts
- Managing compliance with policies and procedures
- Mentoring and developing specific team members

The Person

This is a pivotal role for JTA that would suit someone with previous experience in a similar role in a consulting organisation.

To be considered for this position you will have:

- Leadership and mentoring experience, proven business acumen and a strong service ethic
- Excellent written and verbal communication skills with the ability to maintain productive, professional and respectful relationships with team members and clients
- Well-developed problem-solving skills with the ability to effectively handle all employee and client issues
- A commitment to continual improvement, efficient time management and a high level of attention to detail
- IT and business administration skills including:
 - High level competency in Microsoft Word and Excel
 - Experience in integrated QSE Management Systems
 - Experience in customer information, accounting and online sales platforms
- Knowledge of the OHS&E sector and Qualifications in Business Management or a similar discipline will be highly regarded

You will be given extensive industry-specific training and a great opportunity to work in a supportive and dynamic team environment with staff who are proud and passionate about the business.

We are offering the successful candidate an attractive salary package (up to \$110 package commensurate with experience), a fantastic working environment in our boutique office based in Elwood Village and the opportunity to use all their skills to make a positive impact on our business.

If you believe you are the talented person we are looking for and want a job you can really sink your teeth into, please forward your resume and covering letter to kerri@wellingtonconsulting.com.au.