



**Prowash Australia**

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## **Project Administrator**

- **Located in Tullamarine**
- **Immediate Start Available**
- **Progressive Company**

Looking for a role to learn, develop and become involved in an exciting business with tremendous growth potential?

Prowash Australia has become one of the leading suppliers to Australia's growing carwash industry. Australian owned, Prowash provides its customers with the best available chemicals, consumables, parts and marketing opportunities and ongoing technical service that enables car wash operators to be successful.

Located at Tullamarine in modern facilities we pride ourselves in providing superior customer service and products to the car wash industry.

This position has become available through business growth and is a fantastic opportunity for a self-starter and customer service driven person.

As Project Administrator you will be responsible for

- Managing all allocated projects to keep them on track
- Ensure project updates are communicated to all stakeholders
- CRM database Management
- Liaise with Marketing Team
- Review and finalise contracts
- Preparation of accurate reports for decision making
- Customer Service Support
- Coordinate Carwash College Training requirements
- Accurate minute taking and follow up on action items
- Research, analyse and present research information
- Coordinate functions

We are looking for a person who has accurate record keeping skills and can multitask well. Attention to detail, exceptional organisational skills along with a high standard of Customer Service are a must for this role

If you have an administrative/financial background and a passion for providing a high level of customer service and willing to learn a new industry please send a cover letter and resume [recruitment@prowash.com.au](mailto:recruitment@prowash.com.au)