



OFFICE MANAGER & RESOURCE LIBRARIAN MELBOURNE

About the role

An exciting opportunity exists for a dynamic individual who thrives in a fast-paced environment, can think creatively and is passionate about maintaining high standards of organisation and presentation. The role involves managing two key aspects of our business: the day-to-day running of our office locations (Melbourne & Sydney), as well as our sales resources and samples & catalogue library.

Since its inception, the driving force behind Hub has been to inspire and share beautiful design. Hub is made up of talented and driven individuals, each one passionate and integral in our organisation.

We carefully cultivate and nurture our Hub spirit with coaching, personal and professional development and an inclusive team environment.

Desired skills & experience

- Excellent organisation skills are mandatory. You will delight in seeing things neatly arranged and clearly identifiable.
- You like to be ahead of the game and always have your finger on the pulse.
- You communicate clearly and effectively and order and precision make you tick.
- An ability to take initiative and work autonomously with team spirit is a must
- You will bring a no-nonsense, can-do attitude and lead others with your high standards.
- A methodical approach to every task will excite you and your high attention to detail will drive you to adjust a crooked painting should you walk past one!
- Experience maintaining and updating the back-end of a website is essential as is a strong ability to multitask and prioritise
- You will thrive in a fast-paced environment where no two days are the same.
- You will have at least 2 years in an office management role or similar, with a sound knowledge of Microsoft Office, any Indesign or Illustrator experience is a bonus!
- You must have the right to live and work in Australia.

Primary responsibilities

- You will be proactively managing the office facilities, liaising with building management across our three locations to obtain access cards, negotiate car park leases and maintain the facilities
- You will ensure the office standards are adhered to and implement procedures or strategies to help the day to day of the office run smoothly
- You will coordinate the procurement of office supplies, including stationery, sundries & office furniture
- The samples and catalogue library is your responsibility, you will ensure that it is maintained – current, up to date, tidy and any discontinued samples promptly removed and new ones procured. You will always strive to improve its ease of use and effectiveness.
- You will maintain and update the website regularly to ensure it is always up to date & you'll regularly check in with our international suppliers for any updates on products or pricelists

What we offer

- Generous staff discounts
- Recognition and rewards for outstanding performance
- Excellent training and professional development
- A vibrant and fun work environment within a supportive team
- Career potential and growth

About us

Hub Furniture Lighting Living is a privately-owned company with showrooms and offices in Melbourne & Sydney. We are proud to represent the best international brands exclusively in the Australian marketplace. We pride ourselves on our spirit and approachable manner and always strive to improve on our established benchmark.

If this is you, apply now by sending your CV and one paragraph as to why you think you would be a perfect candidate to careers@hubfurniture.com.au

www.hubfurniture.com.au