



Compliance Administrator/Officer - Work from Home - Brisbane Based - Immediate Start!

Full Time (open to starting part time)

12 months Fixed Term contract with potential to become a permanent position

What we do

Sieverts is made up of a specialised group of Medical Physicists who travel nationally, providing radiation safety compliance and consultancy to clients using x-ray machines, in line with the latest legislative standards for radiation protection across Australia.

For more information and an example of the services Sieverts provide visit our website at www.sieverts.com.au.

About us

We are a close-knit team, and our strong connection is something we are very proud of. We are passionate about promoting clear communication, sharing ideas, providing opportunities for feedback and continuous improvement as our small business grows. While working hard and taking our work very seriously, we take every opportunity for fun, and our staff love what they do.

About you

We are looking for a highly motivated candidate to assist our growing company to deliver excellent administrative support in our Radiation Safety Officer (RSO) Services and Compliance sector. This is an exciting new role, as our company continues to expand nation-wide.

With initial face-to-face training this role will then be as a remote worker, in our virtual office, with regular face to face meetings. You will be learning all aspects of QLD Legislative requirements for X ray machine holders. And thus, be involved in the delivery of our RSO and Compliance Services, in time, taking responsibility for oversight of some aspects in both areas independently with some additional general administrative tasks. This will all be under the supervision of our Operations Manager, in close communication with our other administrative team members.

You will be responsible for the following areas:

- Compliance:
 - Become familiar with and provide accurate information to clients based on the different state legislative requirements for radiation safety across Australia.
 - Communicating with key clients to assist them in fulfilling Radiation Safety Requirements.
 - Generating Assessment Reports and Compliance Certificates according to the legislative standards.

- Review and data entry, of detailed compliance information, serial numbers, dates, codes.
- Monitoring the quality of staff reporting, identifying areas for improvement, addressing and resolving them on a day-to-day basis.
- Radiation Safety Officer Services:
 - Day-to-day operations, ensuring excellence in service delivery and liaising closely with external stakeholders.
 - Over time, become the key contact within the company for specific corporate clients.
 - RSO Training - development, roll out and continuous improvement.
- Overseeing scientific testing equipment calibration cycles.
- Scheduling meetings and organising catering and other administrative tasks as requested.

Reporting to the Operations Manager, this role will suit a candidate who:

- Has a proven track record working in a similar role with exposure to legislation. With a proven ability to learn quickly and grasp technical and legislative language.
- Has the ability to gain a basic working knowledge of compliance legislations and its implications.
- Is detail oriented with a proven track record in accuracy. Handling high volumes of data entry, auditing and monitoring data quality closely.
- Able to multitask and to manage demanding priorities in a fast-paced virtual work environment.
- Proven ability to manage workload and report to supervisors regarding time management.
- Has strong and proven experience in professional communication.
- Is comfortable working with new technology, willing to learn and use a variety of apps and integrations. open to exploring the use of AI to improve pre-existing systems.
- As this is a new role, you will need to show that you can take initiative to recognise needs for new systems and set them up.
- Be able to work as a team player as part of a small business, being ready to be flexible to assist in various aspects of day-to-day administration when requested.

Essential criteria

- Minimum 2-3 years' experience working in data entry, legislative application, audit support or similar role.
- Experience using Capsule or similar CRM database.
- Maintaining and keeping accurate records.
- A high level of competency with Microsoft Office suite.

- Suitable home office environment, allowing you to work from home.
- Own transport to attend regular Brisbane based meetings.
- Access to reliable internet. ADSL speeds as a minimum requirement for VOIP based calls.

Desired

- Business Administration Degree/Diploma.
- Preferable experience working in a medical setting or similar technical industry.
- Experience working with or an understanding of legislation and its real-world application and implications.
- Experience in managing individual client accounts.

Remuneration

Sieverts will offer a competitive salary to the right candidate based on experience and qualifications, including super contributions.

Culture

Sieverts Radiation Consultancy has a unique work culture that is both cooperative and collaborative. People with initiative and conscientiousness in doing the right thing will thrive with us. We provide a high level of autonomy yet have a degree of accountability to ensure that work is done. We value the contribution of each and every team member. The successful candidate will have the opportunity to join a dynamic team, using a wide variety of communication and technological platforms.

Benefits of working for Sieverts

Friendly team, flexibility in working from home, access to excellent support and in person on-the-job training, high level of communication with co-workers. Work phone provided.

Your application

In your cover letter, let us know your skills and experience, including what excites you about this position and the possibility of joining our team. We can't wait to hear from you!

For more information go to sieverts.com.au or email Sheena at admin@sieverts.com.au.