



# TALENT FOR BUSINESS GROWTH



## The Ripper Group PTY LTD INTERNATIONAL

*...welcome to the future*

<b>Website</b>	<a href="https://therippergroup.com/">https://therippergroup.com/</a> <a href="https://thelittleripper.com.au/">https://thelittleripper.com.au/</a>
<b>Office Address</b>	Unit 5, 99-101 Spencer Road, Carrara QLD 4211
<b>Company Overview</b>	<p>The Ripper Group company name is drawn from a popular Australian phrase, “You Little Ripper!” The word ripper used in this way means “absolutely excellent, or something exciting extreme approval” (Macquarie Dictionary).</p> <p>It’s the perfect name for a company that utilises its expertise in unmanned aerial vehicles (UAVs) to pioneer changes in the way we rescue, record, maintain, inform and identify.</p>
<b>Employment Type</b>	Internship
<b>Position Title</b>	<b>Business Administration Assistant</b>
<b>Purpose</b>	This position will provide administrative support to the CEO and management team.
<b>Key Duties</b>	<ul style="list-style-type: none"><li>• General administrative and office tasks such as filing, generating reports and presentations, setting up for meetings and reordering supplies.</li><li>• Assist with the preparation of documents and draft correspondence as directed.</li><li>• Greet and assist any on-site visitors.</li><li>• Answer and direct phone calls and emails.</li><li>• Compile and collate relevant documentation as required.</li><li>• Maintain polite and professional communication via phone and email.</li><li>• Anticipate the needs of others in order to ensure their seamless and positive experience.</li></ul>

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**Students:** To express your interest in this position, please APPLY NOW at [www.studygoldcoast.org.au/work/open-opportunities/](http://www.studygoldcoast.org.au/work/open-opportunities/)

**Providers:** To support your student in obtaining this position, please email [partnerships@studygoldcoast.org.au](mailto:partnerships@studygoldcoast.org.au) or contact Megan on 07 5556 6106.

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- Show initiative and attention to detail, discretion and confidentiality in relation to staff employment information and issues, Governance, business and finances matters.
- Research and/or gather relevant data as directed.
- Assist in other tasks as required.

## Key Skills & Attributes

### Essential:

- Excellent computer skills
- Attention to detail
- Excellent verbal and written communication skills
- Ability to work independently as well as part of a team
- Driven self-starter with a can do attitude

### Desirable:

- Previous administration experience
- Interest in Drone / Aviation industry

## Program Knowledge

- Microsoft Suite
- Hubspot
- Trello

## Reporting Relationship

Reporting to and assisting the CEO and Business Development Manager

## Remuneration

Unpaid internship

## Hours

Business hours are from 9am – 5pm, Monday to Friday.  
1-2 days per week, by mutual agreement (flexible)

## Additional Information

- The internship may lead to paid casual, part-time or full-time work.
- The Ripper Group is an equal opportunity employer, valuing diversity and committed to creating an inclusive environment for all employees.

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## INTERNSHIP OPPORTUNITY

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and **APPLY NOW.**

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phone 07 5556 6106

