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**ADMINISTRATIVE DATA ENTRY TEAM LEADER**

Full-time

**Elevate your career with us!**

**We have an exciting opportunity for an experienced and efficient Administrative Data Entry Team Leader to join our team!**

**About Us**

*Leading Image School Photos are the leaders in School Photography.*

We are a national brand*, with offices across Australia, we pride ourselves on value, quality and service to our customers. Local schools being serviced by local people, developing long and valued relationships you can trust.*

*Our central production hub is focused on delivering a streamlined, efficient digital lab producing quality products and services to our branches from QLD, NSW to Tasmania. This production hub is part of the Australia wide network joining Central Victoria and Western Australia.*

*We have an exciting opportunity for a Data Entry Team Leader to join the team.*

**Your New Role**

The Data Entry Team Lead role will manage the operations procedures of the data department and reports directly the Resource Centre Manager.

* Manage shared mailboxes for the team and be the first point of contact for clients (manage high volume of emails)
* Data entry and updating documentation into Timestone, Elementice etc.
* Working to meet client deadlines
* Develop and maintain company processes and manuals
* Lead and delegate tasks out to your team
* Stay on top of timelines and deliver work in a timely fashion

**What do we need from you?**

Attitude is everything! We look for people with drive and passion for what they do. If you believe you have the following attributes, then this job is for you:

* Previous experience in an administration /operations role is essential
* Effectively handle multiple tasks and work calmly under pressure with your exceptional organisation, prioritisation and multi-tasking ability
* Excellent team player and collaborator
* Demonstrated self-motivation and excellent initiative
* Proactive and enthusiastic to learn attitude
* Excellent communicator (both written and verbal)
* You genuinely thrive and enjoy working in a busy, fast-paced, diverse role
* Advanced skills in Microsoft excel, Outlook and Word. We work with several systems, you do need to be extremely adapt to learning new technology
* Timestone experience is highly regarded but not essential as we can teach you what you need to know!
* High attention to detail and accuracy is crucial in this role
* Solution focused and can think on your feet quickly
* A can-do attitude

**Why Join Us?**

* Career progression, training & development opportunities
* Be a part of a passionate and inclusive team, that values each team member’s contribution to providing quality and exceptional photography services
* Be a part of a National Company
* A positive and supportive workplace culture

**We'd love to hear from You!**

If you're interested in this position and have a suitable background and the skills to match for this role, we encourage you to Apply Now. Please submit a resume and cover letter outlining your experience and why you believe you are the perfect fit for this role.

***Please note applications with a cover letter addressed to “The Resource Centre Manager” along with an updated resume will be considered.***

***Due to a high volume of applications only shortlisted candidates will be contacted.***

**You must have the right to work in Australia to be considered.**