

## **ADMINISTRATION ASSISTANT (PART-TIME)**

### **Marana Forni Australia**

Join a growing business where organisation, initiative and attention to detail make all the difference.

At Marana Forni Australia, we believe great businesses are built on strong systems, exceptional service and people who take ownership.

We're looking for a highly organised and proactive Administration Assistant to support our Leadership Team and help keep our day-to-day operations running smoothly. This is an opportunity to join a fast-growing business, work alongside a passionate team, and play a key role in supporting our continued growth.

If you thrive on organisation, enjoy variety in your day, and take pride in delivering work to a high standard, we'd love to hear from you.

---

### **About Us**

Marana Forni Australia is the exclusive distributor of world-class Marana ovens and premium pizza-making equipment across Australia, New Zealand, Indonesia and the Pacific Islands.

Combining authentic Italian craftsmanship with innovation, we partner with some of the region's leading hospitality venues to deliver exceptional cooking solutions and customer experiences.

With ambitious growth plans ahead, we're focused on building a high-performing team that shares our commitment to:

- Integrity
- Passion
- Innovation
- Service

## **About the Role**

This is a permanent part-time position (20 hours per week) supporting our Leadership Team and broader business operations.

You will play an important role in ensuring our administration, logistics coordination and customer support activities are delivered efficiently and professionally.

## **Key Responsibilities**

### **Executive & Administrative Support**

- Provide administrative support to the Leadership Team.
- Assist with scheduling, meeting coordination and business administration activities.
- Prepare and maintain business documents, records and reports.

### **Logistics & Operations Support**

- Assist with the coordination of local and international logistics activities.
- Support inventory, freight and delivery administration.
- Liaise with suppliers, customers and internal teams to ensure smooth operational outcomes.

### **Event & Marketing Support**

- Assist with the planning and coordination of trade shows, demonstrations, events and customer experiences.
- Provide administrative and on-the-day event support when required.

### **Customer & Business Support**

- Manage incoming enquiries and direct them appropriately.
- Maintain CRM and business systems accurately.
- Support ad hoc projects and operational initiatives across the business.

---

## **About You**

You are organised, reliable and proactive, with a genuine willingness to help wherever needed.

You enjoy working in a fast-paced environment, can manage competing priorities, and take pride in delivering high-quality work.

## **Skills & Experience**

- Previous experience in administration, office coordination or executive support.
  - Strong organisational and time management skills.
  - Excellent attention to detail.
  - High level of professionalism and communication skills.
  - Proficiency with Microsoft Office, Google Workspace and business systems.
  - Ability to work independently while contributing positively to a team environment.
  - Experience with Monday.com, Employment Hero or CRM systems is advantageous.
- 

## **Why Join Marana?**

- Hybrid and flexible part-time opportunity.
  - Supportive and collaborative team environment.
  - Exposure to a growing international business.
  - Opportunity to work with leading hospitality brands and events.
  - A role where your contribution genuinely makes a difference.
- 

## **How to Apply**

Please submit your resume along with a short video (approximately 2 minutes) introducing yourself and explaining why you would be a great fit for Marana Forni Australia.

Applications that do not include a video introduction will not be considered.

We look forward to hearing from you.