

We're Hiring, Join Our Team!

Adelaide Hills Gas is a Gas Company delivering LP Gas along with industrial, hospitality and medical gas cylinders throughout the Adelaide Hills and surrounds. We have a retail shopfront in Totness offering a wide range of gas appliances and equipment. Our family owned and operated business has been serving the local community since 1959.

Offering stable job opportunities, the growing business is looking for two new applicants to join our team. We are seeking a Gas Delivery Driver and an Administration Assistant.

If you have the below skills and are looking for an exciting and rewarding opportunity, please send through your resume including work experience to date and why you would like to work for Adelaide Hills Gas. Applicant must be punctual, active, enthusiastic, and willing to work in a fast-paced environment.

Gas Delivery Driver

Role and Responsibility

- Managing gas cylinder deliveries and connections throughout the Adelaide Hills as required. Monday – Friday in either a Ute or medium rigid truck (Heavy rigid would be a bonus addition)
- Complying with electronic and manual run sheets to finalise orders and complete daily manifests

Essential Skills and Qualifications

- MR Licence at minimum (Heavy Rigid would be a bonus addition)
- Preferred experience in transport and knowledge to the Adelaide Hills area
- Customer service skills
- Excellent verbal & written communication skills in English
- A can-do attitude, self-motivated & organised
- Quick learner

Causal position approx. 3 days / week (20 – 30 hours)

This can be seasonal and for the right applicant further hours may be on offer.

Administration Assistant

Role and Responsibility

- Customer service, both in store and over the phone
- Processing debtor payments via online portals and spreadsheet management
- Creating daily run sheets
- A wide range of product knowledge (to be obtained through on the job training)
- Flexibility to cover additional shifts as required

Essential Skills and Qualifications

- Exceptional customer service skills
- Excellent verbal & written communication skills in English
- Preferred experience in Excel, Outlook, Xero
- A can-do attitude, self-motivated & organised
- Quick learner

Causal position approx. 3 days / week (15-25 hours)

This can be seasonal and for the right applicant further hours may be on offer.

Please send your resume to bec@adelaidehillsgas.com.au

Applications Close: 21st February 2025