

Secure Bits – Job Advertisement

Title:	Business Support Coordinator
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Location:	Symonston, ACT
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Employment Type:	Full Time
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Salary Range	\$50,000 – \$60,000 + super
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About Secure Bits

At Secure Bits, we design, build, and deliver solutions that strengthen Australia's sovereign capability across defence, security, intelligence, and critical infrastructure. Through our **Advanced Manufacturing** and **Critical Infrastructure Division**, we support the systems that power national resilience — from precision-engineered electronics and embedded systems to secure power, communications, and environmental monitoring solutions.

Whether we're rapidly prototyping new security, intelligence or environmental solutions, integrating a SCADA-ready enclosure, or manufacturing complex assemblies in our Canberra-based facility, our focus remains the same: to deliver robust, reliable, and locally made solutions that meet the evolving needs of government and industry.

What We Stand For:

- **Innovation** – We solve complex challenges with practical, forward-thinking engineering and technology solutions.
- **Resilience** – Our systems are built to perform in Australia's most demanding environments.
- **Sovereignty** – We are committed to onshore design and production, ensuring trusted supply chains and local capability.
- **Trust** – Our clients rely on us to deliver systems that meet regulatory, safety, and performance standards.
- **Excellence** – We take pride in delivering quality outcomes that make a tangible impact.

Our Commitment to Capability

Operating from a modern manufacturing facility in Canberra, our integrated teams bring together mechanical, electrical, fabrication, and software expertise. With end-to-end capability — from concept design through to commissioning — we deliver

responsive, secure, and fit-for-purpose outcomes for data centres, defence assets, energy networks, and more.

We're not just building systems — we're building the future of sovereign manufacturing in Australia.

Empowering People and Creating Pathways

We create real opportunities for engineers, technicians, and trades to work on meaningful projects that contribute to Australia's critical infrastructure and national preparedness. Whether it's a first job or a specialist role, our team members learn by doing — and are encouraged to grow with the business.

Proudly Supporting Veterans and Defence Reservists

Secure Bits is a recognised Veteran Employment Supporter. We actively recruit and support individuals with military experience and proudly provide flexibility for Defence Reservists to continue their service. We value the leadership, discipline, and mission focus they bring to our teams.

An Inclusive and Equal Opportunity Employer

We are committed to building a workplace that reflects the diversity of the communities we serve. We welcome applicants from all backgrounds seeking meaningful work in support of Australia's sovereign manufacturing future.

About the role

We're on the lookout for a **Business Support Coordinator** to join our friendly, fast-paced team in Symonston. This is a full-time, on-site role that's perfect for someone who enjoys working with people, staying organised, and making things happen behind the scenes.

You'll be the welcoming face at our Canberra Headquarters while also supporting the business through a variety of admin, HR, travel, and event coordination tasks. You'll help keep our team connected, our operations smooth, and our workplace culture vibrant.

What we are looking for

We're looking for someone who has:

- Completed Year 12 (or equivalent)
- Confidence using Microsoft Office and learning new systems

- Excellent communication and organisation skills
- A high attention to detail
- A current driver's licence

This role requires a strong understanding of privacy and confidentiality, with the ability to handle sensitive information discreetly and in line with company policies.

What other attributes could you have that could benefit the role?

- A Certificate II, III or IV in Business or similar
- Prior admin or office-based work experience
- Experience coordinating events or travel bookings
- Some exposure to HR or recruitment processes
- A friendly, people-first attitude with a willingness to help
- Initiative and a proactive mindset — someone who sees problems and wants to fix them!

Key Responsibilities:

- Answer phones, greet visitors, and help keep the office organised and running smoothly
- Help with day-to-day tasks including photocopying, errands, maintaining supplies, and filing.
- Manage deliveries, support client meetings, and tidy shared spaces
- Work collaboratively with the Admin and Accounts teams across Canberra and Melbourne, supporting tasks such as data entry, document editing, and general administrative coordination.
- Assist with administrative support for key internal meetings, including preparing agendas and taking minutes during quarterly management meetings.
- Support HR activities such as recruitment, onboarding/offboarding, and casual staff administration.
- Support Work Health and Safety responsibilities in the Canberra office, including maintaining First Aid kits and tracking staff First Aid qualifications.
- Organise travel arrangements for staff and guests (flights, accommodation, itineraries)

- Contribute to building a positive, connected workplace culture by coordinating team events like monthly morning teas and collating the company newsletter
- Have a genuine interest in sustainability, with a proactive approach to recycling, reducing waste, and supporting energy-conscious practices in the workplace.

Workplace Environment:

This role is based in our Symonston office, Monday to Friday (9am–5pm). You'll interact regularly with customers, visitors, and suppliers — so professionalism and warmth matter!

There may be occasional exposure to manufacturing areas.

Minimal travel required from time to time.

Why Join Us?

If you're looking for a role where your work really matters — and your personality is just as important as your skills — this is the place for you.

At Secure Bits, we offer:

- **Competitive salary and benefits:** We value your expertise and reward you accordingly.
- **Professional growth opportunities:** From training programs to mentorship, we invest in your future.
- **A supportive workplace culture:** Join a team that values diversity, inclusion, and collaboration.
- **Impactful projects:** Work on initiatives that contribute to Australia's national security and technological advancement.
- **Flexibility and innovation:** Embrace a culture where new ideas are welcomed, and flexible work arrangements are supported.

How to Apply?

Sound like a good fit? We'd love to hear from you!

Please send your resume and a short cover letter addressing the key responsibilities to careers@securebits.com.au by 26 May 2025.

To learn more about this role or Secure Bits, visit www.securebits.com.au or contact careers@securebits.com.au.