

Adrienne Rembach



Business Support

CONTACT DETAILS

08 9470 2233

Office 1 Enterprise Unit 2,
11 Brodie Hall Drive,
Bentley WA 6102

QUALIFICATIONS

- Snr Secretarial Certificate
- Human Resources Fundamentals Certificate
- Diploma in Beauty Technology

Adrienne provides support to the water team consultants from her base in Perth.

She enjoys collaborating with team members especially regarding tender submissions and maintaining our Quality Assurance status.

She gained most of her administration experience from working in the civil engineering environment, providing administrative, secretarial, human resources, invoicing and financial administration assistance to a team of engineers.

Areas of expertise

- Office Administration
- Project Administration
- (QMS) Quality assurance
- Tender monitoring and completion of tenders
- Invoicing and debtor administration
- Travel arrangements
- Customer and consultant support

Professional experience

- Pinion Advisory – Business Support 2022 - present
- HydroPlan – Office Administrator 2013 - 2021
- Platinum Australia – Personal Assistance/Reception 2011 - 2012
- Khuthele Projects Traffic & Transport Engineers– Snr Administration Officer 1999 - 2008
- BKS Consulting Engineers – Secretary 1987 - 1998