

## Admin Assistant

Hays Office Support • Ballarat VIC



Base pay

\$45,000 - \$55,000



Work type

Full Time



Contract type

Permanent

### Skills

MICROSOFT OFFICE

ADMIN ASSISTANT

ADMINISTRATIVE TASKS

ANSWERING

EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS

OFFICE MANAGER

PHOTOSHOP

### Full job description

#### Your new company

A long standing and highly reputable Ballarat based architectural practice are currently seeking the services of an experienced Administration Assistant.

#### Your new role

- Assist Office Manager and Director in responding to emails as required;
- Answering phone and relaying messages to the team
- Scheduling and confirming meetings (Zoom and in-person)
- Preparation of agendas, reports and meeting notes
- Preparation of quotes and fee proposals
- Inputting information into the company databases
- Updating project budget sheets + forecasts
- Manage administrative tasks
- Errands as required;
- Liaising with relevant internal and external contacts
- Providing administration support and document writing
- Updating photo library + project files
- Tracking Awards / competitions, and assisting with entries

### Job details



Date posted

24 Sep 2021



Expired On

31 Dec 2021



Category

Admin & Office Support



Occupation

Administration Assistants



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\$45,000 - \$55,000



Contract type

Permanent



Work type

Full Time



Job mode

Standard hours



Work Authorisation

AUSTRALIAN CITIZEN /  
PERMANENT RESIDENT

**What you'll need to succeed**

- Excellent interpersonal skills to be able to communicate efficiently with individuals at all levels, internal staff and external stakeholders
- Be confident and friendly
- Pro-active by nature and display a high level of initiative
- Excellent verbal and written communication skills
- Excellent organisational skills and the ability to own this role
- Advanced skills using Microsoft Office 365 packages
- Resourceful with a 'get it done' attitude and the ability to hit the ground running
- High attention to detail
- Experience using Adobe Creative Suite – Acrobat Pro, InDesign, Photoshop (highly desirable)
- Experience using Xero accounting software (highly desirable)
- Tech / social media savvy

**What you need to do now**

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call us now.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

**LHS 297508 #2559119**