

Administration Assistant

Veritas Recruitment • Laverton North VIC 3026



Base pay
\$29 - \$30 / hr



Work type
Part Time



Contract type
Temporary

Skills

MICROSOFT WORD

ADMINISTRATIVE SUPPORT

GENERAL ADMINISTRATIVE DUTIES

WRITTEN AND VERBAL

Full job description

The Company

Well respected company in Melbourne's western suburbs is looking to appoint a suitably experienced Administration Assistant to their existing team. A leader in their field, they enjoy strong branding & relationships with their customers, a proud history of success, and are deemed an "essential service".

The Position

Reporting to the Safety Manager, this role will see you responsible for the following:

- General administrative duties
- Data entry
- Assist with the organisation's operational procedures
- Assisting with preparing documents, reports and presentations

The Candidate

In order to be successful for this position, you will have recent experience working in an Administration role. You must have exceptional written and verbal communication skills. You will be able to manage, plan and uphold office procedures and provide administrative support to a number of team members.

Our client offers a fantastic culture with modern offices and a great team-

Job details



Date posted
31 May 2021



Expired On
30 Jun 2021



Category
Admin & Office Support



Occupation
Administration Assistants



Base pay
\$29 - \$30 /hr



Contract type
Temporary



Work type
Part Time



Job mode
Standard/Business hours



Industry
HUMAN RESOURCE



Sector
PRIVATE BUSINESS



Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

oriented environment. This is a temporary position commencing immediately. You will work Monday - Friday at the Laverton site, and in turn be rewarded with an attractive hourly rate and a friendly and supportive team environment.

To apply online please click on the appropriate link below and send your resume in WORD format. Alternatively, for a confidential discussion please contact Nicole Juzefowicz on 0437 094 200.

Please visit www.veritasrecruitment.com.au to view more jobs.

COVID-19: The health & safety of our team, candidates and our community are very important to us.

Therefore, we will be completing all of our recruitment processes via digital channels for the near future.