

Entry Level Admin Support

O'Brien Electrical • Rowville VIC 3178

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Permanent

Skills

ENTRY LEVEL

ENTRY LEVEL ADMIN

OFFICE ADMINISTRATOR

Full job description

O'Brien Electrical Rowville

- **Join an industry leading and reputable organisation**
- **Work with a dynamic and supportive team**
- **Benefit from career opportunities**

Great Entry Level Role!

Laser Electrical Rowville are seeking an **Administration Support**. We are looking to fill this entry level position by bringing on a fresh staff member whom we can train and develop into an experienced, competent office administrator.

Laser Electrical Rowville is a proud family of quality-focused trade service professionals in the electrical industry.

The position is varied, so you will never be bored, yet clearly defined so you will know your responsibilities and be able to manage your time accordingly.

This position will have responsibility for the following:

- Phone reception for inbound calls to **Laser Electrical Rowville** and prompt redirection of calls and messages to key staff members
- Greeting of visitors to the office
- Providing administrative assistance to key internal staff
- General filing and admin functions, including data entry
- Stock control including ordering and receipting
- Client management including customer satisfaction surveys


Job details

 Date posted
10 Jul 2021

 Expired On
12 Jul 2021

 Category
Admin & Office Support

 Occupation
Administration Assistants

 Base pay
\$0 - \$0

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard hours

 Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

To be successful in this role you will have the following skills and attributes:

- Have a warm and friendly personality
- Have excellent communication skills (by email and phone)
- Be a clear and logical thinker, able to comprehend issues and work to resolve them effectively
- Be organised, able to multitask and prioritise workload to ensure smooth operations in our team environment
- Be able to work autonomously and in a team
- Be competent on all mainstream IT operating systems
- Have the skills and knowledge to work well under pressure
- Xero experience - will be an advantage but not essential

As an employee of **Laser Electrical Rowville** you will enjoy the many benefits that working for an industry leading and reputable organisation offers. We believe in developing our employees and enabling them to reach their full potential.

The job is a full time position and based in our office in Rowville.

This is a fantastic opportunity for an Administration Support. If you display excellent organisational skills, wanting to make your mark on a market leading organisation, then we would like to hear from you.

Apply Now!