

## Administration Coordinator

Veritas Recruitment • St Kilda VIC 3182



Base pay

\$56,000 - \$56,000



Work type

Full Time



Contract type

Permanent

### Skills

TEAM PLAYER

MICROSOFT WORD

GENERAL OFFICE

### Full job description

Do you have a passion for music or the creative industry? Are you looking to move out of the corporate world? We have an exciting opportunity for an Administration/Customer Service professional to join a unique organisation located in St Kilda.

#### About the role:

This position will report directly to the Operations Manager and will be an integral part of a small, successful, and passionate team. This is a busy role where you will be responsible for monitoring customer orders, scheduling workshop bookings, providing product information and various ad hoc tasks as required. This company is fun, creative, passionate, and looking for a likeminded team member for an immediate start.

#### Key Requirements:

- Providing a high level of Customer Service across various parts of the business.
- Monitoring of online orders, quotes and phone/email inquiries.
- Use of Excel, Xero, WordPress, Facebook for business and Gmail.
- Updating company website and company social media platforms.
- Ecommerce - management of online store.
- Coordination of general office day to day needs.
- Ability to work in a fast paced working environment.

#### Ideally you will have:

### Job details



Date posted

28 May 2021



Expired On

27 Jun 2021



Category

Admin & Office Support



Occupation

Administration Assistants



Base pay

\$56,000 - \$56,000



Contract type

Permanent



Work type

Full Time



Job mode

Standard/Business hours



Industry

HUMAN RESOURCE



Sector

PRIVATE BUSINESS



Work Authorisation

AUSTRALIAN CITIZEN / PERMANENT RESIDENT

- Excellent grammar and communication skills are imperative.
- Previous experience in Office Administration and/or Customer Service.
- Advanced Excel and knowledge of WordPress is highly regarded.
- Precise attention to detail.
- Proven ability to manage company social media platforms/website.
- A sense of humour, friendly and a team player.

This is a unique position that will offer a positive, supportive, FUN working environment. Monday to Friday 9:00am - 5:00pm.

An opportunity not to be missed! Apply today!

To apply online please click on the appropriate link below and send your resume in WORD format. Alternatively, for a confidential discussion please contact Joni Gilbertson on 03 9535 2111.

Please visit [www.veritasrecruitment.com.au](http://www.veritasrecruitment.com.au) to view more jobs.