

Administration Assistant

Entree Recruitment • Hindmarsh SA 5007



Not provided



Work type
Full Time



Contract type
Not provided

Job details



Date posted

29 Apr 2021



Expired On

20 May 2021



Category

Admin & Office Support



Occupation

Administration Assistants



Base pay

Not provided



Work type

Full Time



Job mode

Permanent

Full job description

- **Immediate start in gorgeous, modern Hindmarsh offices.**
- **3 month assignment with potential for ongoing work**
- **DHS clearance essential for a start**

About the company:

Based just outside the CBD in Hindmarsh, one of South Australia's most successful disability service providers currently have a need for a Customer Relationship Assistant, an administrative based support role, to work full time hours for 3 months. The ethics of the organization are based around best client outcomes and a strong respect for all people, internally and externally.

About the role:

In this administrative support role, you will work closely with the small team of Customer Relationship Officers.

Duties include:

- Reconciling the Roster of Care with usage sheets
- Onboarding customers
- Reviewing service bookings
- Database management
- Customer liaison
- Ad hoc administration duties as required

Skills & experience:

Recent success in a similar role is sought. You will be systems savvy with the ability to adapt to bespoke systems. A mind for finance and an ability to spot discrepancies will ensure can achieve in this role. Proficient in the Microsoft Office suite, you will also possess strong customer service skills and be able to communicate effectively.

Culture & benefits:

Our team at Entree takes great pride in looking after and supporting our candidates on their journey to find their ideal assignment. Communication with our candidates, clients and within the team is key to our continued success in SA.

Applications in Microsoft Word only should be addressed to Samara Dela Roza quoting reference number JO-[2104-4430](#). Telephone enquiries are welcome on [8100 8834](#).