

Rostering Administrator

Labourpower Recruitment Services • Laverton North VIC 3026



Not provided



Work type
Full Time



Contract type
Permanent

Job details



Date posted
11 Jun 2021



Expired On
11 Jul 2021



Category
Admin & Office Support



Occupation
Administration Assistants



Base pay
Not provided



Contract type
Permanent



Work type
Full Time



Job mode
Standard/Business hours



Work Authorisation
**AUSTRALIAN CITIZEN /
PERMANENT RESIDENT**

Perks

PARKING

Skills

TEAM PLAYER

DATABASE MANAGEMENT

GENERAL ADMINISTRATIVE DUTIES

Full job description

Labourpower Recruitment Services is an award winning national labour hire business. We supply labour to clients across a multitude of high risk industries such as transport and logistics, food manufacturing and other industries.

Labourpower are currently seeking a motivated and energetic Rostering Administrator to join our team in Laverton North.

About the role:

- Rostering for our candidates and clients using Excel and our internal systems
- General administrative duties such as data entry, responding to emails and follow up calls
- Managing client related enquiries via phone and email
- Organising and maintaining filing systems, managing document control
- Database management

About you:

- A passion for administration
- Advanced knowledge of the Microsoft Package, in particular Excel
- Great attention to detail
- Ability to multitask, prioritise and stay calm under pressure

- Reliable and a team player
- Excellent time management skills
- Self driven, vibrant, passionate and have the ability to maintain a high level of personal motivation
- Flexibility with start and finish times dependant on daily client needs
- Previous success in a rostering role preferable

As an integral part of the Laverton North team, you will be provided with an amazing opportunity to join a group of highly motivated professionals and quality individuals that collectively form the highly cultured and successful Labourpower team. Includes free on-site parking, Birthday Leave, monthly team lunches and access to our Employee Assistance Program.

About Labourpower

Labourpower Recruitment Services is an established recruitment agency that provides both temporary and permanent recruitment services to the "Blue and White Collar" industries throughout Australia, and prides itself on delivering and maintaining a high standard of customer service and commitment to our clients.

Our values are Trustworthiness, Family, Customer Success and Innovation and we strive to achieve these values in all aspects of our work.

If this sounds like you, please send us your resume by clicking on **APPLY**.

Experience the Labourpower difference and join our family today!

Labourpower Recruitment Services | www.labourpower.com