

Administration Assistant

Hays Office Support • Newcastle Area NSW



Base pay
\$20 - \$55 / hr



Work type
Full Time



Contract type
Permanent

Job details



Date posted
15 Oct 2021



Expiring date
15 Oct 2022



Category
Admin & Office Support



Occupation
Administration Assistants



Base pay
\$20 - \$55 /hr



Contract type
Permanent



Work type
Full Time



Job mode
Standard hours

Work Authorisation



**AUSTRALIAN CITIZEN /
PERMANENT RESIDENT**

Skills

MICROSOFT OFFICE

STRONG COMMUNICATION SKILLS

SCANNING

Full job description

Housing Assistant

Dates: Contracted with probable extension

Pay: \$25-30 plus

Location: Dubbo

Your new company

This government organisation works with the community to help them with housing.

Your new role

This is a mixed administration and customer service role. It's primarily admin based with some client engagement via the phone/emails. You will be switched on with strong communication skills and the ability to work with a range of clients.

The role will involve:

- Data entry, integrity and management
- Administration support
- Diary management and bookings
- Filing, scanning and reporting
- Stationary procurement
- Communication with clients

What you'll need to succeed

- Passionate customer service and administration
- MS Office knowledge
- Deadline driven with strong attention to detail and the ability to manage the workload
- Approachable with great interpersonal skills, with the ability to work effectively and emphatically
- Experience working in Government is desirable

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call us now.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

LHS 297508 #2567370