

## Administration

Hays Office Support • Western Suburbs Melbourne VIC



Base pay  
\$25 - \$40 / hr



Work type  
Full Time



Contract type  
Permanent

### Skills

MICROSOFT OFFICE

STRONG COMMUNICATION SKILLS

WRITTEN AND VERBAL

### Full job description

#### Your new role

You'll be the administration expert in this role, bringing your past experience of admin support with you to support the current team. Your duties will include:

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Screening phone calls and routing callers to the appropriate party.
- Finding ways to improve administrative processes
- Adhoc administration duties

#### What you'll need to succeed

The successful applicant will possess:

- High level of computer literacy – needs to pick up new systems quickly
- Strong communication skills, both written and verbal
- Proven history of success in an administration role
- A degree or qualification in business administration is highly desirable
- Proficiency in MS Office, with exceptional knowledge of Excel is highly desirable

#### What you'll get in return

Temporary and contract workers through Hays enjoy a wide range of benefits including:

### Job details



Date posted  
**08 Jun 2021**



Expired On  
**02 Jul 2021**



Category  
**Social Work & Community Services**



Occupation  
**Administration Assistants**



Base pay  
**\$25 - \$40 /hr**



Contract type  
**Permanent**



Work type  
**Full Time**



Job mode  
**Standard hours**



Work Authorisation  
**AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

- Weekly pay cycles
- Nominated choice of superannuation fund
- Online timesheet submission and approval
- No hidden costs or payroll deductions for our services
- Regular contact and support from consultants throughout the duration of your assignment
- Join a team that has a focus on positive culture within the organisation

**What you need to do now**

At Hays, we value diversity and are passionate about placing people in a role where they can flourish and succeed. We actively encourage people from a diverse background to apply. If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or contact Tim Greaves on 03 9326 2151 or [Tim.Greaves@hays.com.au](mailto:Tim.Greaves@hays.com.au).

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 #2515692**