

## Administration Support and Minute Taker

Randstad • Albury NSW 2640



Base pay  
\$30 - \$30 / hr



Work type  
Full Time



Contract type  
Permanent

### Full job description

Randstad Albury has an exciting opportunity for an administration assistant with minute taking experience in Albury. This role would be at least once a month on a Tuesday after 5pm.

We are seeking a highly organised, proactive and adaptable worker who is able to help create board agendas, attend board meetings, make notes and transcribe these into minutes which will be provided to the board members.

#### To be suitable for this role you will need

- Previous experience in a similar role
- Experience taking minutes
- To be available on Tuesday's from 5pm
- Excellent time management

If you feel this role may suit you please **APPLY NOW**

Please note: All applications will be taken online. Due to a high volume of applicants only successful candidates will be contacted.

At Randstad, we are passionate about providing equal employment opportunities and embracing diversity to the benefit of all. We actively encourage applications from any background.

### Job details



Date posted  
**14 May 2021**



Expired On  
**16 Jun 2021**



Category  
**Admin & Office Support**



Occupation  
**PA & EA**



Base pay  
**\$30 - \$30 /hr**



Contract type  
**Permanent**



Work type  
**Full Time**



Job mode  
**Standard/Business hours**



Work Authorisation  
**AUSTRALIAN CITIZEN /  
PERMANENT RESIDENT**