



PA

Hays Office Support • Sydney CBD NSW



Base pay

\$75,000 - \$100,000



Work type

Permanent



Contract type

Not provided

Job details



Date posted

23 Apr 2021



Expiring date

23 Apr 2022



Category

Executive Management & Consulting



Occupation

Administration Assistants



Base pay

\$75,000 - \$100,000



Work type

Permanent



Job mode

Standard hours



Work Authorisation

Australian Citizen / Permanent Resident

Full job description

Your new company

You will be joining a highly regarded Global Accountancy Firm!

Your new role

You will be supporting the Marketing and Communications Partner as they expand and grow by digital marketing, advertising and branding.

You will be responsible for complex travel itineraries, meetings, events, coordination of diaries, project administration,. You will be joining a fast paced environment and will need to work well under pressure, you will be in a supportive, vibrant culture!

What you'll get in return

You will have the opportunity to join a leading firm, clear avenue of career progression, salary reviews. Access to local amenities in the heart of CBD, benefits incl. Gym membership and healthcare!

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.

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