

## Rostering Clerk

Hays Office Support • Newcastle Area NSW



Base pay  
\$25 - \$40 / hr



Work type  
Full Time



Contract type  
Permanent

### Skills

MICROSOFT EXCEL

OFFICE SKILLS

SWITCHBOARD

### Full job description

Dates: Contracted to Aug 2022 with probable extension

Pay: \$30-35 plus

Hours/days: Part time - must work Monday and Friday, but 4 day week.

Location: Newcastle

In office so expected to be vaccinated.

#### Your new company

This local health supplier provides an essential medical service to the people of Newcastle, Hunter and surrounding regions. This is a part time role that requires you to work Monday and Friday, 4 days a week in the office.

#### Your new role

You will be responsible for assisting the rostering team. Your main duties will include:

- Updating, maintaining and accurately rostering the team
- Using MS Excel with solid knowledge of formulas
- With strong customer service skills to chat statewide with a variety of stakeholders
- Managing a switchboard
- General admin and ad hoc

#### What you'll need to succeed

- Strong MS Office skills, particularly Excel with previous experience using formulas

### Job details



Date posted  
**15 Jan 2022**



Expiring date  
**15 Jan 2023**



Category  
**Admin & Office Support**



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**

- Passion for Customer Service
- Administrator with previous experience in data entry
- Strong customer service
- 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 Rostering is desirable, but not essential

**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. Please email your resume to Casey Thatcher at [casey.thatcher@hays.com.au](mailto:casey.thatcher@hays.com.au), or for a confidential chat call on 0427 610 161.

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