

Office Manager

Naiman Clarke Recruiters • Sydney NSW 2000

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Permanent

Skills

SELF MOTIVATED

LEGAL ADVICE

Full job description

03 Jun Office Manager Sydney, New South Wales, Australia The Firm This client is one of the city's standout law firms with a distinguished reputation for delivering innovative legal advice and successful results, alongside a supportive and collaborative working environment. They are now on the lookout for an Office Manager to join their friendly team! You will be involved in: * A broad range of responsibilities including: time billing, managing office administrative duties, various responsibilities in HR/Operations/Marketing/Finance functions, assisting with business development, performing ad-hoc tasks and projects as necessary. You will have/be a: * Office Manager/Administrator (coming from a reputable law firm); with * strong experience in office administration and finance management; and * be self-motivated with the ability to adapt quickly. Benefits * Attractive remuneration package. * Interesting and challenging work. * Supportive and balanced work environment. * Sydney CBD location. For a confidential discussion please contact Jess on 02 9233 7977 and quote reference number JF/35104. Alternatively click apply and email your resume.


Job details

 Date posted
11 Jun 2021

 Expired On
14 Jul 2021

 Category
Executive Management & Consulting

 Occupation
COO, GM & MD

 Base pay
\$0 - \$0

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard/Business hours

 Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT