

Office Assistant

Randstad • All Sydney NSW



Base pay

\$50,000 - \$60,000



Work type

Full Time



Contract type

Permanent

Skills

MICROSOFT OFFICE

ENTRY LEVEL

OFFICE ASSISTANT

OFFICE MANAGER

Full job description

Overview

This is a rare opportunity to join a renowned multinational and ASX listed Property business located in Sydney CBD. This business is highly regarded in the market due to their tailored service offerings and incredible work culture.

Your New Role:

As the Office Assistant, you will be reporting into a supportive and easy-going Office Manager who is highly regarded within the business. This is a busy role where no two days are the same, so if you are after an entry level role that is going to offer you diversity in your responsibilities, then this is the role for you!

Your Main Responsibilities:

- Provide reception relief when needed
- Meeting guests on arrival in a professional manner
- Organising office refreshments when needed
- Setting up meeting rooms for client meetings
- Ensure the office is left in a neat and respectable manner

About You:

- Demonstrated experience working with customers in a Retail, Hospitality, Flight Attendant, Concierge, Administration or Customer

Job details



Date posted

16 Jun 2021



Expired On

19 Jul 2021



Category

Admin & Office Support



Occupation

Administration Assistants



Base pay

\$50,000 - \$60,000



Contract type

Permanent



Work type

Full Time



Job mode

Standard/Business hours



Work Authorisation

AUSTRALIAN CITIZEN / PERMANENT RESIDENT

Service role

- A high level of verbal and written communication skills
- Proficiency in using MS Office

The Benefits:

- Put an established company on your CV!
- Join a fun team culture
- Endless career opportunities available
- Enjoy Friday social events with your team
- Sydney CBD location, close to shops and transportation

If this sounds like you, please **APPLY NOW**, or for a confidential discussion email cevina.feng@randstad.com.au.

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.