

Senior Administrator

Hays Human Resources • Melbourne CBD VIC



Base pay

\$50,000 - \$55,000



Work type

Full Time



Contract type

Permanent

Perks

TRAINING

Skills

MICROSOFT POWERPOINT

MICROSOFT WORD

Full job description

Your new company

At Hays, we are known for being passionate about making a difference to our clients and candidates. We are supportive of your learning and thrive on a meritocratic culture that rewards and promotes people based on results. We play a unique role in the global world of work and we are looking for ambitious and talented administrators to kickstart their career with a team of driven, committed people who like to have fun while achieving their goals.

Your new role

We believe that the right job can transform a person's life and the right person can transform a business. When you join Hays, we will inspire you to make a difference to the world of work in an administration position.

On any given day you may find yourself:

- Proactively assist Senior Regional Director & two Regional Directors with administration
- Co-ordinate meeting room bookings, conference calls, client and candidate functions/entertainment
- Process all general work for Senior Regional Director efficiently and confidentially
- You will be responsible for the successful coordination of staff incentives, operations meetings and Christmas parties

Job details



Date posted

21 May 2021



Expired On

06 Jul 2021



Category

Social Work & Community Services



Occupation

Administration Assistants



Base pay

\$50,000 - \$55,000



Contract type

Permanent



Work type

Full Time



Job mode

Standard hours



Career level

SENIOR (EXPERIENCED NON-MANAGER)



Work Authorisation

AUSTRALIAN CITIZEN / PERMANENT RESIDENT

- Prepare and report on statistical information including targets and budgets as directed
- Create Powerpoints & Excel spreadsheets
- Support Senior Director with organisation of catering, agendas, minutes, presentations and other ad hoc requirements
- Communicate critical information quickly and discreetly to Director and Regional Directors as required
- Compile Director's attendance records
- You will coordinate all correspondence and general documentation for the Senior Regional Director
- Assist with keeping the office environment clean and tidy including kitchen
- Produce project plans that outline key tasks, milestones and delivery dates
- Ensure project deliverables are met, providing regular progress updates to management
- Other ad-hoc projects and tasks as required
- Ensure adherence to Hays' policies, procedures, recruitment methodology and service delivery standards

What you'll need to succeed

You will have previous administration experience and will have a demonstrated background of providing support with discretion and efficiency. You will be able to manage competing demands (supporting both the Senior Regional Director and 2 Regional Directors) and have great organisational and time management skills.

You will need to demonstrate behaviour which supports the Hays values, Expert, Ambitious, Inquisitive and Passionate about people. You will have a sound knowledge of Word, PowerPoint and Excel, we have a number of internal systems that you will need to become familiar with and training will be provided for those.

What you'll get in return

We believe in growing our own talent, so we will invest heavily in your development because we know that the learning journey never stops.

As well as the comprehensive training, we also offer a range of rewards and benefits:

- The opportunity to attend Monthly Drinks, Christmas Parties and Incentives.
- Health, leisure and lifestyle rewards
- Wellness programme
- Referral bonuses

What you need to do now

Our people tell us that Hays is a great place to work, over 90% of our employees say that they are proud to work for Hays. You could have the opportunity to make your mark in your career with the market leading agency and be proud of who you work for too.

Getting curious? Contact Tanya McDonald – Senior Internal Recruiter by submitting your application.

At Hays, we value diversity and are passionate about placing people in a role where they can flourish and succeed. We actively encourage people from diverse backgrounds to apply.

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