



Administration - Casual

Frontline HR • Spotswood VIC 3015

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Contract

Skills

TEAM PLAYER

ADJUSTMENTS

ADMIN ASSISTANT

Full job description

ABOUT THE COMPANY

FHR are a privately owned company established in 2001. FHR operates across Victoria, New South Wales, South Australia and Queensland employing over 35 fulltime staff servicing both small medium and large enterprises.

Our Client is a global leader in the packaging, paper resource recovery industries, providing high quality, innovative and sustainable packaging products and solutions. They are well known in the recycling industry for making it easier to recover materials thus preserving our earths precious resources

The opportunity:

Admin Assistant required to join one of Australia's premier manufacturing brands in their growing logistics business.

What you will bring:

You will be a team player with solid administration skills along with a knowledge of transport and warehousing.


Key required task

- Data entry connotes
- Goods Receipting
- Invoice coding and processing


Job details

 Date posted
17 Jun 2021

 Expired On
15 Jul 2021

 Category
Admin & Office Support

 Occupation
Administration Assistants

 Base pay
\$0 - \$0

 Contract type
Contract

 Work type
Full Time

 Job mode
Standard/Business hours

 Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

- Daily reports
- Stock Adjustments
- General Admin duties.

If you meet the criteria and want to join the team please click apply and submit an up to date resume including 2 reference checks

We look forward to receiving your application, only shortlisted candidates will be contacted.

For further information and enquires please contact Darren Mitchell 0412 543 615 direct or email darrenm@frontlinehr.com.au

You will be required to meet a pre-employment criteria which will include a criminal history check and a pre employment medical (including drug and alcohol testing).