



## Administrator

Hays Office Support • Sydney CBD NSW



Base pay  
\$35 - \$45 / hr



Work type  
Temporary



Contract type  
Permanent

### Perks

Training

### Skills

MICROSOFT OFFICE

SELF-STARTER

### Full job description

#### Your new company

You will be joining a leading business management consultancy on a remote working basis.

#### Your new role

You will be joining the training team to assist organising the annual Global event which will be held in January. The role is high pressure and fast paced but fun and exciting with the lead up to the event. You will be providing support across marketing, property and sales and expected to liaise with different stakeholders across the business. A big part of your role is logistics so organisation is key. Ad-hoc administrative requests will arise, time-sheets, expenses, draft communications, liaising with third party providers will all fall part of your day to day!

#### What you'll need to succeed

In order to succeed you must be adaptable and able to think on your feet, not afraid to ask questions. You will need to be a self starter and enthusiastic! A flexible attitude, attention to detail, advanced MS Office is essential. This role is working from home - all equipment will be provided.

#### What you'll get in return

### Job details



Date posted  
**20 Oct 2020**



Expiring date  
**20 Oct 2021**



Category  
**Executive Management & Consulting**



Occupation  
**Administration Assistants**



Base pay  
**\$35 - \$45 /hr**



Contract type  
**Permanent**



Work type  
**Temporary**



Job mode  
**Standard hours**



Work Authorisation  
**Australian Citizen / Permanent Resident**

In return you will have the opportunity to be apart of a talented, forward thinking team usually based in the CBD. Your assignment is likely to be extended after 6 months and potentially made permanent.

**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 Rebecca Harris now 82269821.

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.

**LHS 297508 #2433597**