


Receptionist Office Administrator

Alpha Home Appliances P/L • Alexandria NSW 2015

 Base pay
\$50,000 - \$60,000

 Work type
Full Time

 Contract type
Permanent

Perks

TRAINING

Skills

OFFICE ADMINISTRATOR

RECEPTIONIST

Full job description

Appliance Service and Installation Company located in Alexandria is seeking a reliable and dedicated Office All-Rounder and Customer relations officer.

You will be required to liase by phone and email with our existing customers and suppliers, to maintain the database, enter quotes and invoices and update jobs.

Customer service experience will be an advantage.

You will need to meet the following criteria:

Basic computer skills, fluent spoken and written English.

To be well organised and to show excellent phone manners and communication skills.

Ability to work unsupervised.

All training provided. Immediate start.


Job details

 Date posted
07 Jun 2021

 Expired On
07 Jul 2021

 Category
Admin & Office Support

 Occupation
Other

 Base pay
\$50,000 - \$60,000

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard/Business hours

Work Authorisation
 **AUSTRALIAN CITIZEN / PERMANENT RESIDENT**