



Administration Assistant

Hays | Office Support • Darwin NT



Base pay

\$28 - \$35 / hr



Work type

Temporary



Contract type

Not provided

Job details



Date posted

10 Sep 2021



Expiring date

10 Sep 2022



Category

Admin & Office Support



Occupation

Administration Assistants



Base pay

\$28 - \$35 /hr



Work type

Temporary



Job mode

Standard/Business Hours

Full job description

Your new company

This Darwin based organisation is currently seeking an experienced Administrator, on a temporary basis to support it's busy and varied team. This is a 6 month temporary opportunity with the possibility for extension.

Your new role

In this role you'll provide key support to the Team Lead. Key duties will include:

- Managing a switchboard and greeting clients
- Data entry and record management
- Inputting invoices and purchase orders
- Monitoring multiple inboxes and distributing queries
- Other ad hoc administrative duties as required

What you'll need to succeed

As the successful candidate you'll have a professional demeanour and will take a flexible and positive approach to your work. You'll also have polished communication skills, both written and verbal, be reliable and able to excel in a fast-paced environment. Proficiency in Outlook and Microsoft Office is also required.

What you'll get in return

In return, you'll get the opportunity to work within a friendly and supportive team environment. A competitive hourly rate is also on offer.

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 please send your CV to Meghan Lague at meghan.lague@hays.com.au [mailto:meghan.lague@hays.com.au] or call 08 8943 6025 for more information.

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.

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