



## Administration Assistant

Page Personnel • Subiaco WA 6008



Base pay

\$40,000 - \$60,000



Work type

Full time



Contract type

Permanent

### Job details



Date posted

**19 May 2022**



Category

**Admin & Office Support**



Occupation

**Contracts Administrator**



Base pay

**\$40,000 - \$60,000**



Contract type

**Permanent**



Work type

**Full time**



Job mode

**Standard business hours**



Work Authorisation



**Australian citizen /  
Permanent resident**

### Perks

Parking

Training

### Skills

TEAM PLAYER

### Full job description

- Professional services firm that invest in training and development
- On site parking provided

### About Our Client

My client is a growing professional services firm who pride themselves on their innovation, culture and ongoing client relationships. They are conveniently located in Subiaco and offer on site parking.

### Job Description

Day to day duties involve:

- Handling client enquiries
- Updating client information and administration of client onboarding
- Lodgement of client documents
- Responding to email enquires
- Workflow management
- Setting up of meeting rooms for clients and ordering catering
- Supporting with planning and coordination of client events

### **The Successful Applicant**

In order to be successful in this role you will have previous administration experience and a hunger to learn new skills. You will be a team player who contributes to a positive team culture and delivers on what you say you will. You will have excellent communication skills and be a fantastic representation of the firm to clients.

### **What's on Offer**

- Training and development
- Collaborative culture and a fantastic social club
- Additional annual leave days per year