



Administration Officer

Hays • Newcastle Area NSW



Base pay

\$25 - \$40 / hr



Work type

Temporary



Contract type

Not provided

Job details



Date posted

22 Mar 2022



Expiring date

22 Mar 2023



Category

Admin & Office Support



Occupation

Administration Assistants



Base pay

\$25 - \$40 /hr



Work type

Temporary



Job mode

Standard/Business Hours

Full job description

Role: Administration Officer

Location: Mayfield

Days: Mon-Fri, 8am - 4pm

Rate: \$30-35 plus hourly

Your new company

This national construction company values working along side clients throughout every step of their project.

Your new role

You will assisting the office in an administration role. Your day-to-day will consist of:

- Office management - employee records, leave management, paperwork, collecting and sending mail
- Reception duties - answering phones, greeting employees and clients
- Data entry, reporting and filing
- General administration and ad hoc

What you'll need to succeed

- Previous experience in an office administration or similar role
- High attention to detail and accuracy
- Excellent time management, organisation and communication skills
- Demonstrated experience working in a fast paced team environment with the ability to manage competing priorities with a calm and professional approach
- Ability to work independently as well as within a small team
- Initiative to identify and assist with other tasks in the office that need completion

- Driver's license and use of own car is essential to your success in this role

What you'll get in return

Parking onsite, some training provided, flexible role.

What you need to do now

If this sounds like something of interest, please email your resume to Casey Thatcher casey.thatcher@hays.com.au, or for a confidential chat call on 02 4032 8667.

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. OR if you know someone who is interested in a role like this, please send them this email.

LHS 297508 #2626817