

POSITION DESCRIPTION

RECEPTIONIST/ADMINISTRATION ASSISTANT



POSITION SUMMARY

Advitech is seeking a highly organised person to undertake a range of reception and administrative support activities for Advitech (full time, 6 months maternity cover). The role, reporting to the Office Administrator, will involve reception and office duties as well as support the administration team. The successful candidate will be well groomed, highly motivated and detail-oriented. A positive approach to work and willingness to perform a variety of tasks as required would be highly desirable.

DATE PUBLISHED:

1 September 2010

REFERENCE NUMBER:

2010_008

EMAIL APPLICATIONS TO:

recruitment@advitech.com.au

POSITION TITLE

- Receptionist / Admin Assistant (Maternity Leave Cover)

ESSENTIAL REQUIREMENTS FOR THE POSITION

- Minimum 3-5 years relevant work experience as receptionist or admin assistant
- Proficiency in Microsoft Office applications
- Excellent verbal and written communication skills
- Highly developed organisation and time management skills
- Demonstrated experience in liaising with customers
- Strong attention to detail
- Current drivers' licence

OTHER DESIRABLE SKILLS

- Experience in following up payments of invoices
- Previous experience managing a customer database (CRM)
- Experience in an engineering consulting environment

POSITION TYPE

- Maternity leave replacement - contract position, 6 months, full time, commencing end Nov / early Dec.

REMUNERATION

- An attractive salary will be offered to the right person, commensurate with qualifications and experience.

LOCATION

- Newcastle - Head Office - 7 Riverside Drive, Mayfield West NSW 2304

CONTACT PERSON

- Rochelle Georgiou, Office Administration, Telephone 02 4924 5400