

Administration Officer - Clifton

Fuse Recruitment • Allora QLD 4362



Not provided



Work type
Full time



Contract type
Permanent

Perks

FLEXIBLE HOURS/TIME

Skills

CLERICAL/DATA ENTRY

Full job description

Join Australia's leading provider of high performance animal nutrition solutions as an administrator at their Clifton office. Our client has a vibrant culture with regular team building events, great incentives and flexible working arrangements.

The Benefits:

- Amazing work flexibility, looking for one full time OR two part-time employees
- Great team environment with ongoing social activities
- Onsite parking

The role:

- Liaising with internal and external stakeholders
- Data entry
- Co-ordinating and facilitating inventory processes

Your experience:

- 2-3 years in an administration OR similar position
- Fluent in Microsoft Suite
- Strong verbal, negotiation and written communication skills

Job details



Date posted
04 May 2022



Expired On
03 Jul 2022



Category
Admin & Office Support



Occupation
Data Entry



Base pay
Not provided



Contract type
Permanent



Work type
Full time



Job mode
Standard business hours



Career level
JUNIOR (SOME EXPERIENCE)

- High attention to detail

- Knowledge of Inventory Management principles (desired)

If you would like to be considered for this opportunity please send your resume to edastuto@fuserecruitment.com or contact Eva on 0413 013 227 with any questions.

At Fuse, we specialise in recruitment for the insurance industry and actively source for a broad range of established clients. If you are a broking, underwriting or claims professional looking for your next opportunity, we'd love to hear from you!

If you know someone looking for a job, refer them to us and we'll give you \$500* if we find them a new role!

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