



Accounts Administrator - Key Accounts Team

Hays | Human Resources • Canberra ACT



Base pay

\$50,000 - \$65,000



Work type

Full time



Contract type

Permanent

Perks

Additional leave

Training

Skills

MICROSOFT POWERPOINT

MICROSOFT WORD

ACT!

Full job description

Your new company

At Hays, we are the industry leading recruiting experts and believe the right job can transform a person's life and the right person can transform a business.

We are on a mission to transform the world of work in everything we do.

Our Hays Key Account Management team in Canberra play a critical role to develop retain and maximise client relationships through engagement, protection, and ongoing support to our client partners. Due to our continued and rapid growth we are searching for an ambitious Accounts Administrator to join the team.

Your new role

Working closely with a team of Key Account Managers, you will be responsible for supporting the strategic and successful management of a portfolio of clients across the ACT. With a dual focus providing support to our clients and recruitment consultants, you will maintain effective partnerships with clients and

Job details



Date posted

09 Jun 2022



Expiring date

09 Jun 2023



Category

HR & Recruitment



Occupation

Accounts Clerk/Officer



Base pay

\$50,000 - \$65,000



Contract type

Permanent



Work type

Full time



Job mode

Standard business hours



Work Authorisation

Australian citizen /
Permanent resident

ensure that the service we provide is effective, efficient, professional and consistent. Internally you will provide support to consultants to ensure they understand the processes, systems and expectations of our key clients.

You will liaise with several internal departments including Service Delivery, Commercial Finance, Bids and Contracts, Marketing, Administration and Compliance to deliver a high level of customer service to our clients.

What you'll need to succeed

Your strong administration skills and the ability to think and act strategically to come up with solutions and initiatives will ensure you contribute positively to drive our Key Client business.

Your ability to prioritise a changing workload within a fast-paced environment is essential in this busy and very rewarding role. Your strong attention to detail, exceptional customer service and superior organisational skills will be put to use every day. Excellent IT knowledge is essential, including intermediate MS Word, Excel and PowerPoint, along with a proven track record of working in a demanding administration role.

What you'll get in return

You will get the opportunity to join a high performing team that are responsible for the smooth delivery of services to our Key Clients. You will develop your account management skills and will see a clear pathway for career progression in the team.

Along with comprehensive training and support throughout each step of your career, we also offer a range of rewards and benefits which include:

- Flexible working arrangements and additional leave, including wellness and volunteering days
- Global career opportunities
- Internal referral bonus scheme
- Success celebrations and annual conferences
- Health, leisure and lifestyle rewards

What you need to do now

Our people tell us that Hays is a great place to work, over 90% of our employees say that they are proud to work for Hays. You could have the opportunity to advance your career with the market leading agency and be proud of who you work for too.

Getting curious? Contact Sharyn Cox – Talent Manager - ACT by submitting your application.

At Hays, we value diversity and inclusion and are passionate about placing people in roles where they can flourish and succeed. By joining Hays you'll be part of an inclusive culture that celebrates diversity, recognising every individual for their unique differences. People from all culturally diverse backgrounds including Aboriginal & Torres Strait Islander Peoples are encouraged to apply and additional language skills will be highly regarded.

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