

## Administration Officer

Hays • Newcastle Area NSW



Base pay

\$60,000 - \$70,500



Work type

Full time



Contract type

Permanent

### Job details



Date posted

28 Apr 2022



Expired On

09 Aug 2022



Category

Banking, Superannuation & Finance



Occupation

Administration Assistants



Base pay

\$60,000 - \$70,500



Contract type

Permanent



Work type

Full time

### Full job description

**Role Title:** Administration Officer

**Hours:** Starting from 25 hours per week, flexibility

**Salary:** \$70,500 incl. Super

**Location:** Newcastle

Permanent Part-time

#### Your new company

Hays have partnered with an award-winning full-service accounting firm located in Newcastle. They pride themselves in providing a supportive, diverse, challenging and rewarding place to work. Seeking an experience Administration Officer to join the team with flexible working arrangements.

#### Your new role

You will be an experience Administration Officer, providing daily support to the team which will include but not limited to the following tasks:

- Handling client correspondence and being the initial point of contact for all clients.
- Manage and update client's files and database information.
- Collating financial reports and statements.
- Diary management and Partner support.
- General ad-hoc duties as required.

#### What you'll need to succeed

- Previous experience in office administration, executive or personal assistant roles.
- A positive, can do attitude with a resilient approach to your work.
- Ability to multitask, manage completing deadlines and priorities tasks accordingly.
- Proficient in Microsoft Word & Excel.
- Excellent verbal and written communication skills, an advanced proficiency with time management.

- Meticulous attention to detail and accuracy.

**What you'll get in return**

- Flexible working arrangement
- Opportunities for growth within the organisation and salary increases.
- Work within a collaborative and supportive team.
- Permanent role.

**What you need to do now**

If you're interested in this role, click 'apply now' or forward an up-to-date copy of your CV to [Mikaela.Tilston@hays.com.au](mailto:Mikaela.Tilston@hays.com.au) , or call (02) 4925 3990.

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.

**LHS 297508** #2644013