

Data Entry and Administration

Hays • Sydney CBD NSW



Base pay

\$33 - \$35 / hr



Work type

Full time



Contract type

Temporary

Job details



Date posted

29 Apr 2022



Expired On

18 Jul 2022



Category

Admin & Office Support



Occupation

Data Entry



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\$33 - \$35 /hr



Contract type

Temporary



Work type

Full time

Full job description

Administration

State Government Education Department | CBD Location | Up to 12 Month Assignment

Your new company

This State Government Education Department is seeking an experienced Administrator to join their team to support the team Your new role

- Day to day administration to support the team
- Data Entry on their internal database
- Filing and record management (Both hard copies and digital)
- Photocopying
- Respond to e-mails and telephone enquiries for this department
- Providing information and referring enquiries to the appropriate department

What you'll need to succeed

- Previous administration experience
- Advanced communication skills
- Excellent attention to detail
- Ability to prioritise and juggle a multiple priorities

What you'll get in return

- Hourly rate of \$35 per hour
- Friendly and supportive team environment
- Conveniently located in the CBD

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