

## Office Administrator

Hays • Adelaide SA 5005



Base pay

\$55,000 - \$65,000



Work type

Full time



Contract type

Permanent

### Job details



Date posted

**05 May 2022**



Expired On

**09 Aug 2022**



Category

**Admin & Office Support**



Occupation

**Administration Assistants**



Base pay

**\$55,000 - \$65,000**



Contract type

**Permanent**



Work type

**Full time**

### Full job description

#### Your new company

Over the last 15 years, our client have created a stellar reputation through personal and proactive customer service to all stakeholders involved in the property management life cycle. Specialising in Commercial Property, our client is looking for an Administrator to join their team on a permanent, full time basis.

#### Your new role

As the Administrator, you will have numerous daily duties and responsibilities. Your daily duties will include, however will not be limited to;

- General administrative duties within the office, including filing, scanning, archiving and database management
- Assist with typing of various correspondence, including reports and letters
- Presentation of various documents using templates in InDesign.
- Assist in the production of spreadsheets, graphs, organisational charts and presentations
- Reception cover - including answer phones, meeting and greet clients, issuing keys to contractors as required
- Ad-hoc duties which arise

#### What you'll need to succeed

To be successful in this position, you must have prior experience in a similar Administration role. You will have strong communication skills, exceptional time management abilities and be able to prioritise tasks effectively. Experience within the property industry is essential and experience with InDesign is highly beneficial.

#### 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 [briony.lockwood@hays.com.au](mailto:briony.lockwood@hays.com.au)

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 #2646823**