


Administration Assistant


2XM Recruit • Eagle Farm QLD 4009


Not provided


Work type
Full time


Contract type
Permanent


Job details

 Date posted
17 May 2022

 Expired On
16 Jul 2022

 Category
Admin & Office Support

 Occupation
Administration Assistants

 Base pay
Not provided

 Contract type
Permanent

 Work type
Full time

 Job mode
Standard business hours

Industry
**HUMAN RESOURCE
SECURITY SERVICES**

 Sector
PRIVATE BUSINESS

 Work Authorisation
**AUSTRALIAN CITIZEN /
PERMANENT RESIDENT**

 Company size
11 to 50

Skills

STRONG WORK ETHIC

TEAM PLAYER

GREAT ATTITUDE

MICROSOFT OUTLOOK

MICROSOFT WORD

ADMINISTRATIVE SUPPORT

DIVERSE TEAM

SELF-STARTER

Full job description

Job description

2XM Recruit:

Established in 2010, 2XM Recruit Pty Ltd Australia is part of a global group of companies delivering quality recruitment solutions across four core divisions: Engineering, Rail, Mining and Construction.

Successfully placing 1000's of personnel from Executive, Engineers, Managers, Supervisors Trades People to Labourers we are trusted by Global and National organisations as the go to people for all recruitment and labour hire needs.

Brief:

Our valued client based at Eagle Farm has a fantastic career opportunity within the rail sector for an experienced Admin person. Ideally you will have SAGE software experience as you will be required to hit the ground running. You will also have experience in alpha numerical data entry, a positive work ethic, excellent communication skills, a high level of accuracy, and strong attention to

detail and available for immediate start

Key requirements:

The administration assistant is responsible for providing business and administration support to the Operations Manager, Production Supervisor and Materials Controller; The key job tasks and responsibilities include:

- Demonstrated experience in providing administrative support
- Team player, a self-starter with a strong work ethic
- Ability to work under pressure & achieve work deadlines
- Intermediate experience in use of computer and basic office software packages. E.g. Microsoft Word, Excel and Outlook
- Sage Software/ ERP or similar would be beneficial
- Demonstrated problem solving skills

About you:

- You are passionate in the quality of your work
- Your work style is very autonomous
- You have excellent work ethic
- You possess great attention to detail
- Customer service experience
- You have very strong computer literacy across many MS and Software packages
- You demonstrate a solid work history in administration assistance
- Have a great attitude and ability to fit in within a diverse team
- Able to pass a drug and alcohol test

How to apply:

For the best possible chance at an interview submit an updated WORD CV or call Laine on 0430853755