

About the role

We are seeking a motivated and organised Office Administrator to join our dynamic team at Staffing Made Easyy. This is a casual position but could be much more than that, offering the flexibility that works for you and us. As an Office Administrator, you will play a vital role in ensuring the smooth running of day-to-day operations.

What you'll be doing

- Providing administrative support to the wider team, including managing calendars, organising meetings, and maintaining electronic and physical filing systems
- Handling incoming calls, emails, and correspondence in a professional and courteous manner
- Ordering and maintaining office supplies, ensuring the work environment is well-stocked and organised
- Assisting with the coordination of events and company social activities
- Performing general office duties such as photocopying, scanning, and data entry
- Contributing to the overall efficiency and productivity of the office

What we're looking for

- Previous experience in an administrative or office support role
- Excellent written and verbal communication skills
- Strong organisational and multitasking abilities
- Proficiency in Microsoft Office suite (Word, Excel, Outlook)
- Attention to detail and the ability to work independently
- A proactive and customer-focused approach

What we offer

At Staffing Made Easyy, we are committed to providing a supportive and flexible work environment. This role offers the opportunity to develop your skills and contribute to the growth of our dynamic organisation.

About us

At Staffing Made Easyy, we specialize in partnering with industry providers to fill staffing needs across various facilities in Australia. Our mission is to match talented professionals like you with opportunities that align with your skills.

If you are interested in this opportunity, please apply now.

Employer questions

Your application will include the following questions:

- Which of the following statements best describes your right to work in Australia?
- How many years' experience do you have as an Office Administration Role?
- Do you have experience in administration?
- Which of the following Microsoft Office products are you experienced with?
- Do you have data entry experience?
- Which of the following accounting packages are you experienced with?
- Do you have experience using Xero?