

Are you awesome?

we're hiring.

ADMINISTRATOR / PROJECT ASSISTANT

Are you ready to kick start your career? Beveridge Williams is looking for our next talented Administrator/Project Officer to help drive the administration and support services in our Warragul office.

KEY RESPONSIBILITIES

- Liaison with clients, staff and authorities to ensure projects are progressing efficiently
- Compile, distribute and maintain files/reports and general correspondence
- Process outgoing and incoming invoices and cheques using company standards
- Preparation of applications and forms for submission to various authorities
- Maintenance of office equipment and supplies
- General word processing as required
- Client Reception (in person and telephone)
- Monitor and action matters from the general office email address
- Other duties as requested from time to time

THE IDEAL CANDIDATE WILL HAVE

- Administration skills – organised, systems orientated, attention to detail
- Computer literate in MS Office suite
- Ability to learn new computer programs and systems
- Ability to communicate at all levels
- Proactive, punctual and reliable
- Well-presented and well spoken
- High level of customer focus
- Ability to work as part of a team or independently when required.

Scan here
to apply

