



Receptionist

Hays | Office Support • Sydney CBD NSW



Base pay

\$25 - \$32 / hr



Work type

Temporary



Contract type

Not provided

Job details



Date posted

18 Dec 2021



Expiring date

18 Dec 2022



Category

Admin & Office Support



Occupation

Receptionist



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Work type

Temporary



Job mode

Standard/Business Hours

Full job description

Your new company

Your new company is within a reputable NSW government department. They are located in the Inner West of Sydney, they take pride in having a positive working environment and describe their culture as team-focused and fast paced.

Your new role

As the Receptionist you will be accountable for a range of reception duties, general office support and administration duties, and assisting with facility coordination for the office site. Duties will include:

- Responsible for answering and determining the action required to manage incoming telephone calls effectively and efficiently, handling routine enquiries. In addition, the operator is required act as a referral point for more complex enquiries and redirecting as necessary.
- Provide advice and assistance to all callers through the switchboard with courtesy and efficiency.
- Provide advice and assistance to employees and the general public who attend at the reception area.
- Maintain internal telephone directory.
- Liaise with internal and external staff and organisations, providing information or advice on a range of both urgent and non-urgent matters.
- Receipt and dispatch of parcels from couriers. Accept receipt of tender documents from suppliers in accordance with requirements. Arrange service for office equipment as advised.
- Provide comprehensive administrative and word processing services to and support for various functions
- As required, record and coordinate correspondence, reports and administrative systems.

- Undertake accounting, stores and general administrative responsibilities as required.
- Manage, monitor and report on key performance indicators as they relate to the position.

What you'll need to succeed

- Ability to work 100% office-based (inner west location)
- Can fully commit to a 10 month contract
- Proven ability in the provision of professional and timely switchboard and reception services
- demonstrating effective communication, interpersonal and networking skills.
- Ability to exercise sound judgement, discretion, confidentiality and to deal with sensitive issues
- Good organisational skills and ability to prioritise work and meet deadlines.
- Flexible and adaptable with a demonstrated commitment to the provision of an effective client service.
- The ability to liaise effectively with other staff members and work with minimal supervision as well as part of a team.
- Demonstrated administrative and clerical skills and experience.
- A sound knowledge of word processing, spread sheet and database packages as well as with a practical understanding of e-mail and internet services.
- Demonstrated initiative, and willingness to learn new processes and procedures.

As per government mandates you will need to be fully vaccinated to be considered for this role, and will be required to go through pre-employment background checks prior to commencing in this role

What you'll get in return

On offer to you is a pay rate of \$29.38 per hour + super for 8 hours per day / 38 hours per week during normal business hours Monday - Friday. The role is looking to commence ASAP and is currently a 10 month contract, with potential for extension beyond that.

What you need to do now

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV, or call us now.

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