

Part time Administrator

Fuse Recruitment • All Brisbane QLD



Base pay

\$24 - \$25 / hr



Work type

Part time



Contract type

Permanent

Job details



Date posted

07 May 2022



Expired On

06 Jul 2022



Category

Admin & Office Support



Occupation

Contracts Administrator



Base pay

\$24 - \$25 /hr



Contract type

Permanent



Work type

Part time



Job mode

Standard business hours



Company size

51 to 200

Licenses & certifications

DATA ENTRY

MYOB

Skills

MYOB BUSINESSESENTIALS

DATA ENTRY

Full job description

We are seeking a seasoned administrator for a permanent part-time opportunity at their office in Murarrie. Our clients need an individual to cover holidays, none of the employees take school holidays so someone who has children at school could still work around the holidays.

Our clients:

Our clients are industry leaders in water management and providing services to better water wastage.

Benefits

- Close to the CBD
- Onsite parking
- Collaborative team environment
- Flexible working hours

Duties

- Answering customer queries
- Inputting data into systems
- Completing and processing purchase orders through MYOB

Essentials.

- 3 years of administration experience in a similar role
- Fluent in MYOB
- Ability to cover holidays (not including school holidays)

If you would like to be considered for this opportunity, please send your resume to edastuto@fuserecruitment.com or contact Eva on 0413 013 227 with any questions.

At Fuse, we specialise in recruitment for the insurance industry and actively source for a broad range of established clients. If you are a broking, underwriting or claims professional looking for your next opportunity, we'd love to hear from you!

If you know someone looking for a job, refer them to us and we'll give you \$500* if we find them a new role!

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