# Administration assistant job description template

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| --- | --- |
| **Location** | Insert here |
| **Job type** | Permanent full time/permanent part time/casual/temp |
| **Salary** | Insert here |
| **Contact** | Insert here |

## About the company

## [Provide potential candidates a brief overview of your company. Employees are much more likely to engage and connect with a business that can explain their ethos and mission. You can provide links to videos, or your company website, details of benefits and information about why a candidate would like to work for you.]

## About the role

We are seeking a responsible and experienced administrative assistant to take care of an array of clerical and administrative duties. The successful candidate will work closely with the Office Manager and will perform tasks such as handling the mail, organising meetings and travel, connecting phone calls and organising files.

You have excellent communication and organisational skills. Working knowledge of tools such as Excel and other office programs is required.

Key responsibilities include (but are not limited to):

* Take a high level of ownership of tasks.
* Respond to inbound sales, service and support enquiries via phone and email.
* Sort and distribute incoming mail, and prepare outgoing mail for post or courier.
* Assist the Office Manager with processing payments and raising orders/invoices for projects.
* Provide effective administration support to functional areas across the business.
* Create and maintain data within the organisation’s CRM.
* Provide support for diary management, meetings and appointments, stationery and correspondence.
* Assist with projects regarding coordinating correspondence, planning and scheduling.
* Foster a positive and supportive culture.

## Skills and experience

* Previous experience in a clerical or administrative role.
* Demonstrated time management and priority management skills.
* A passion for excellent customer service.
* A high level of attention to detail and highly developed organisation skills.
* Experience using Microsoft Word, Excel, MYOB and CRM systems.
* Strong experience managing ad-hoc requests, handling multiple projects at once.
* Superior verbal and written communication skills and a can-do attitude.

## Remuneration

[Insert here]

## How to apply

To apply please send your CV and cover letter to [insert email address here].