

Administrative Officer - Randstad

[Apply Now](#)

Company: Randstad

Location: Australia

Category: other-general

About the Job

Join a fantastic and rewarding salary packaging and novated leasing provider located in Melbourne's CBD in a full time permanent position. This organisation is dedicated to building strong customer relationships, delivering high-quality services, and ensuring positive customer outcomes. They foster an inclusive and supportive work environment that celebrates diversity, valuing your unique perspective. This role provides opportunities to develop new skills and engage in challenging work that can propel your career forward.

Your New Role

We are on the lookout for a customer-centric and detail-oriented individual to join a dynamic Fleet Operations Team. The team is responsible for managing the administrative functions associated with vehicle fleet sourcing and management as well as managing client requests and enquires.

Your Day To Day Responsibilities

Assisting clients and processing client requests as required.

Performing general administrative tasks including data entry and file management.

Ensuring precision and compliance with established guidelines and regulations.

Proactively liaising with Internal and External Stakeholders through appropriate channels to address outstanding issues, provide updates, and ensure timely resolutions.

Conducting essential administrative functions related to fleet operations.

Collaborating effectively within a team, contributing to a positive and supportive work environment.

Your Skills And Experience

Previous exposure in an administration role is crucial.

Excellent communication skills, both written and verbal.

Keen attention to detail and an analytical mindset.

Strong multitasking skills and the ability to thrive in a dynamic environment.

Motivated to learn and advance your career.

Note: Successful applicants must be available to work 5 days a week in the office located in the CBD.

Your Benefits

\$300-\$600 monthly bonus.

Discounted health insurance and gym memberships.

\$295 to spend on your health and wellness each year.

An organisation dedicated to the growth and development of its people, offering unparalleled progression opportunities.

A diverse and inclusive environment where you are encouraged to bring your whole unique self and ideas to work every day, feeling appreciated and valued in return.

Your next step

Simply click 'Apply' now and attach an updated copy of your CV, or if you have any questions and wish to have a conversation contact me at chris.harrison@randstad.com.au.

If this job isn't quite right for you but you are looking for a new position, please contact me for a confidential discussion about your career or you may like to check out our other current vacancies on <https://www.randstad.com.au/job-seekers/>.

At Randstad, we are passionate about providing equal employment opportunities and embracing diversity to the benefit of all. We actively encourage applications from any

background.

[Apply Now](#)

Cross References and Citations:

1. Administrative Officer - Randstad Europajobscentral Jobs Australia Europajobscentral [↗](#)
2. Administrative Officer - Randstad Searcheruropeanjobs Jobs Australia Searcheruropeanjobs [↗](#)
3. Administrative Officer - Randstad Abudhabijobsearch Jobs Australia Abudhabijobsearch [↗](#)
4. Administrative Officer - Randstad Hondurasjobs Jobs Australia Hondurasjobs [↗](#)
5. Administrative Officer - Randstad PsychiatristjobsnearmeJobs Australia Psychiatristjobsnearme[↗](#)
6. Administrative Officer - Randstad Mechanicaljobs Jobs Australia Mechanicaljobs [↗](#)
7. Administrative Officer - Randstad ConsultantjobsJobs Australia Consultantjobs[↗](#)
8. Administrative Officer - Randstad Jobsinnigeria Jobs Australia Jobsinnigeria [↗](#)
9. Administrative Officer - Randstad Riyadhjobs Jobs Australia Riyadhjobs [↗](#)
10. Administrative Officer - Randstad Cardiologistjobs Jobs Australia Cardiologistjobs [↗](#)
11. Administrative Officer - Randstad SupervisorjobsJobs Australia Supervisorjobs[↗](#)
12. Administrative Officer - Randstad Anyeventhire Jobs Australia Anyeventhire [↗](#)
13. Administrative Officer - Randstad Usajobsfinder Jobs Australia Usajobsfinder [↗](#)
14. Administrative Officer - Randstad Angularjobs Jobs Australia Angularjobs [↗](#)
15. Administrative Officer - Randstad Shanghaijobs Jobs Australia Shanghaijobs [↗](#)
16. Administrative Officer - Randstad Nyjobscentral Jobs Australia Nyjobscentral [↗](#)
17. Administrative Officer - Randstad BuenosairesjobsJobs Australia Buenosairesjobs[↗](#)
18. Administrative Officer - Randstad NewyorkjobscareerJobs Australia Newyorkjobscareer[↗](#)
19. Administrative officer - randstad Jobs Australia [↗](#)
20. AMP Version of Administrative officer - randstad [↗](#)

21. **Administrative officer - randstad Australia Jobs** ↗
22. **Administrative officer - randstad Jobs Australia** ↗
23. **Administrative officer - randstad Job Search** ↗
24. **Administrative officer - randstad Search** ↗
25. **Administrative officer - randstad Find Jobs** ↗

Source: <https://au.expertini.com/jobs/job/administrative-officer-randstad-australia-randstad-579e7916a8/>

Generated on: 2024-05-05 by Expertini.Com