**Administrative Support Officer**

**Apply Now**

Company: Easy Authoring

Location: Australia

Category: other-general

**6 months contract role with a possible extension.**

**Daily pay rate upto $300/ day + Super.**

**Hybrid work (WFH + Newcastle).**

**8 hours a day. 40 hours a week.**

**Immediate start!**

**PURPOSE OF THE ROLE:**

As a part of your role, you will provide high-level, efficient administrative and clerical support and contribute towards the effective operation of the business unit.

**KEY ACCOUNTABILITIES:**

Coordinate the maintenance of diaries for senior management and the arrangement of meetings and training and travel requirements to support operational efficiency.

Administer procurement activities, including raising purchase order requests for goods and services and reconciling and processing invoices for payment to meet operating needs and to comply with regulatory and legislative requirements.

Distribute circulars and all correspondence, including incoming mail and faxes to keep managers and staff informed and enable them to respond to necessary matters within

required timeframes.

Create and maintain files and documents in compliance with records management procedures to ensure best practice in enabling information to be efficiently tracked, stored and retrieved.

Gather and collate data to support the preparation and production of key management reporting requirements to ensure accurate and timely information is provided to inform management decision making processes.

**ESSENTIAL REQUIREMENTS:**

Must have atleast 5 years of experience in Administration or Personal Assistant.

Prior experience with diary management is a must.

Demonstrated experience in providing clerical and administrative support services.

Experience in using software packages in preparing correspondence and reports.

If this sounds like you, please submit your resume by clicking the 'Apply Now' button. For further information about this role, please contact **Naresh** at **0481 615 994** or drop an email to **naresh.shankar@easyauthoring.com**

**About Easy Authoring:**

Established in 2006, Easy Authoring helps job seekers find the right opportunity to match their skill set and career progression. We are the authorised suppliers to NSW, ACT, QLD, the Federal government, and multiple corporations.

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