

Administrators/Secretaries required

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Company: Chandler Macleod

Location: Perth

Category: other-general

Are you detail oriented and ready to make an impact in government administration?

We currently have a number of temporary administration roles to fill with our valued local government clients based around Perth.

If you would like to join our temporary pool and have the following skills, please get in touch:

Well developed typing and work processing (min speed 70 wpm)

Well developed written and verbal communication skills

Sound customer service/interpersonal skills

Previous experience in performing a secretarial/administrative role in local government ideal

Good time management and organisational skills

Sound knowledge of Microsoft Office suite of products, particularly Word and Excel

Knowledge of customer service

Sound knowledge of agenda/minutes preparation

Knowledge of TRIM and Authority desirable

Positions currently available for short and long term assignments.

At Chandler Macleod, we are committed to fostering a diverse workforce where everyone is welcome. We encourage applications from Aboriginal and Torres Strait Islander peoples, women, people living with a disability and the LGBTIQA+ community.

You can read more about our commitment to diversity and inclusion at <https://www.chandlermacleod.com/diversity-and-inclusion>

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