

## Office Coordinator

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Company: Forever New Clothing Pty Limited

Location: Australia

Category: other-general

Rewarding career paths with Australia's most exciting fashion brand

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1

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Work type: FTP - Full-time Permanent  
Location: Victoria  
Category: Administration

**FOREVER US** Step into the world of Forever New, where fashion knows no boundaries. As Australia's trailblazing brand in clothing and accessories, we're taking the globe by storm with over 350+ stores and a thriving online presence. Our community is a vibrant tapestry of style enthusiasts, visionary designers, creative thinkers, and trendsetters who have propelled us from Melbourne to the world stage. With an unwavering passion for fashion, we are dedicated to creating moments that bring a radiant smile to her face. At Forever New, our DNA is shaped by a set of core values that guide our every step: Think Customer Respect for all, Keep it Simple, Take Responsibility, Act with Pace.

**THE PERKS WE OFFER YOU** Here at Forever New, our people are at the heart of everything we do. Forever New HO is a fast-paced retail environment rapidly expanding across the globe. By the same token, we're all about a healthy, flexible work-life balance. That's why, as part of the Forever New family, you'll enjoy plenty of exciting rewards and benefits. Benefit from a generous 40% employee discount, including periodic discounts for your family and friends. Coffee lover? Indulge in daily subsidized coffee and lunch at the café downstairs. Enjoy the flexibility of loyalty and birthday leave to celebrate special moments in your life. Receive recruitment referral incentives for bringing talented individuals to join our exceptional team. Take advantage of our wellbeing and environmental incentives, promoting

your overall wellness and contributing to a sustainable future. Engage in continuous learning and development programs to enhance your skills and foster personal and professional growth. Be recognized for your outstanding contributions through our recognition program and service awards. Enjoy the convenience of subsidized car parking, ensuring a stress-free commute. Thrive in our vibrant head office located in Richmond, an area renowned for its energy and creativity. Gain exposure to a global business operating across 5 continents, expanding your horizons and providing diverse experiences.

**YOUR DREAM OPPORTUNITY** A lively, social office environment

**Full-time, permanent position in Richmond (Mon-Fri 8.30am-5.00pm)** Salary + super + subsidised parking + attractive benefits

An exciting opportunity exists for a friendly, confident, and enthusiastic fashion fan to join our Head Office Team as our Office Coordinator/ Receptionist. In this high-profile role, you'll be our smiley, first point of contact for staff and visitors to our Head Office whilst ensuring the smooth day-to-day office coordination and reception activities.

**Get excited to:** Provide friendly and professional service as the face of the Forever New Head Office, greeting staff, visitors and suppliers

Process incoming / outgoing mail and phone calls

Coordinate couriers and deliveries (local, state, and international)

Sourcing, ordering, and arranging catering and supplies for internal meetings and events

Work closely with the HR team to produce the monthly Head Office Team Update, staff service recognition, new starter packs and Head Office team events (pop up lunches, charity fundraisers, sample sales)

Assist the Retail Operations team with retail store mailouts and the annual conference

Management of multiple, shared meeting room calendars

Ensure reception and front of house meeting rooms are always well presented

Maintain staff security access passes and liaise with the Building Manager regarding any building issues

General Office Admin (including purchasing and maintaining office and kitchen supplies)

Provide support to the wider FN team, as and when required

In return for your great performance, you will have lots of opportunities for personal and professional development and opportunities to advance your career within Forever New!

**THE SKILLS AND EXPERIENCE YOU OFFER US** Proven experience working in reception/ administration support within a corporate environment

Highly developed verbal and written communication skills

Polite and helpful demeanour

Resourcefulness and resilient with an approachable manner

IT competency: online ordering platforms, online booking portals and MS suite (Teams, Outlook, Word and Excel)

Strong organisational skills including managing deadlines and conflicting priorities in a fast-paced environment.

Self-motivated with the ability to work autonomously and collaboratively across the office teams

Demonstrates high

levels of accuracy and meticulous attention to detail A willingness to go the extra mile with a positive and flexible attitude The ability to maintain strict confidentiality First Aid Certificate (optional) At Forever New our customers come from all walks of life, and so do we! We value diversity and inclusion in all forms, thus hire based on capability and performance. If you feel like your passion and skills align with the role and our company culture, apply now to join our talented team. Advertised: 09 Apr 2024 AUS Eastern Standard Time Applications close: We will email you new jobs that match this search. Great, we can send you jobs like this, if this is your first time signing up, please check your inbox to confirm your subscription. The email address was invalid, please check for errors. An exciting opportunity exists to join our Head Office Team as our office Coordinator/ Receptionist. In this high-profile role, you will be our first point of contact for employee and visitors to our Head Office, whilst ensuring a smooth day-to-day office coordination and reception activities. An exciting opportunity exists to join our Head Office Team as our office Coordinator/ Receptionist. In this high-profile role, you will be our first point of contact for employee and visitors to our Head Office, whilst ensuring a smooth day-to-day office coordination and reception activities. #J-18808-Ljbffr

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