

Office Manager

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Company: ACET Migration

Location: Alice Springs

Category: Other-General

Job Title: Office Manager Salary: 60-65K AUD Location - Alice Springs, Northern Territory, Australia. Tasks and Responsibilities contributing to the planning and review of office services, and setting priorities and office service standards allocating human resources, space and equipment assigning work to and monitoring work performance of staff managing records and accounts of the office liaising with Professionals to coordinate office business and to facilitate resolution of problems ensuring office equipment and supplies are maintained ensuring compliance with occupational health and safety regulations ensuring work complies with relevant government legislation, policies and procedures coordinating personnel activities such as hiring, promotions, performance management, payroll, training and supervision Requirements AQF Associate Degree, Advanced Diploma or Diploma In some instances relevant experience and/or on-the-job training may be required in addition to the formal qualification Ability to build and maintain positive relationships and partner with all areas of the business. Excellent written and verbal communication skills.

Ability to work in a small team environment, as well as being able to work alone at times whilst other team members are out of the office. Intermediate to Advanced computer skills, including the ability to resolve IT issues that arise Benefits Employer Sponsored Visa.

Permanent Residency (PR) pathway after 3 years of employment.

3-5 years

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