

Office Administrator

Fuse Recruitment • St Kilda VIC 3182



Base pay

\$65,000 - \$70,000



Work type

Full time



Contract type

Permanent

Perks

CHARITY DONATIONS

CHRISTMAS PARTY

COFFEE & TEA

COMPANY LAPTOP

CLOSE TO TRAM STOP

EMPLOYEE OF THE MONTH

CHARITY EVENTS

COMMISSIONS AND INCENTIVES

Skills

EXCELLENT COMMUNICATION SKILLS

CUSTOMER SERVICE

ADMINISTRATIVE/CUSTOMER SERVICE

Full job description

The Opportunity:

Join a thriving Insurance Broking on St Kilda Road in their administration team. Our client has a vibrant culture with regular team building events, great incentives, excellent training and partners with charities. Due to growth they are looking for an office administrator to join their team.

The Benefits:

- Great team environment with ongoing social activities and charity events
- Work with a high-performing team and join in their ongoing success

Job details



Date posted

20 May 2022



Expired On

19 Jul 2022



Category

Admin & Office Support



Occupation

Administration Assistants



Base pay

\$65,000 - \$70,000



Contract type

Permanent



Work type

Full time



Job mode

Standard business hours



Industry

OFFICE SERVICES & SUPPLIES



Sector

PRIVATE BUSINESS



Work Authorisation

WORK VISA

- Career progression opportunities across multiple divisions
- Structured learning and development
- Located close to local shops and cafes
- WFH Flexibility

The role:

- Working alongside brokers assisting with their administrative duties
- Liaising with internal and external stakeholders
- Collecting and filing relevant documents and information
- Follow up out standing payments

Your experience:

- Some experience working in an office environment
- Excellent administrative skills
- Good communication and rapport building skills
- Time management and organisational skills

If you would like to be considered for this opportunity please send your resume to ahatfield@fuserecruitment.com or contact Amy Hatfield on 0435 727 524 with any questions.

At Fuse, we specialise in recruitment for the insurance industry and actively source for a broad range of established clients. If you are a broking, underwriting or claims professional looking for your next opportunity, we'd love to hear from you!

If you know someone looking for a job, refer them to us and we'll give you \$500* if we find them a new role!

#SCR-amy-hatfield-1

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