

About the role

We are seeking an Office Assistant to join our vibrant, fast paced Sydney CBD office. This position has become available due to an internal promotion, and offers a fantastic career opportunity for someone passionate about client service and delivering best practice office support.

Reporting to the Office Manager, you will be responsible for

- Managing the reception desk and answering all incoming calls promptly
- Providing an excellent client experience for guests, greeting them by name and keeping note of their coffee orders
- Ensuring all facilities and meeting rooms are operational, tidy and ready for use each day
- Maintaining the office environment, ensuring everything is organised and in its place
- Ordering office supplies, including stationery and groceries
- Managing meeting room bookings and coordinating room requirements
- General administration support when required

About you

Your welcoming and gracious personality has seen you shine in your previous customer service or reception positions, and you thoroughly enjoy providing guests with excellent service and attention. In addition to strong Word, Excel and Keynote skills, you will also:

- Be a confident and professional communicator, with excellent verbal and written abilities
- Be a self-starter, who proactively looks to assist others and solve problems
- Strive for excellence, using your eye for detail to ensure our office is always presentable
- Demonstrate enthusiasm and passion for your work
- Be willing to adapt and help with ad hoc requests

To apply, please submit your detailed resume to hr@lavender.ad