

RECEPTION / ADMINISTRATOR ROLE

Garry Nash & Co. was established in 1983. Our team of 29 is committed to delivering the highest standard of ethics, values and client care. We strive to foster a caring workplace environment with a focus on developing team members to their full potential.

About the role

The Receptionist / Administrator plays a critical role in providing a welcoming first point of contact for our clients. The role also involves administrative duties supporting the Directors.

Hours

Tuesday to Friday weekly, alternating 8.45am-5.15pm (early shift) and 9.45am-6.15pm (late shift) – 30.4 hours per week

Saturday fortnightly, from 9.00am to 4.00pm – 7 hours per fortnight (penalty rates)

Skills and experience

The successful applicant must be honest, hardworking, mature minded, have a professional demeanour and be enthusiastic. Other essential qualities include:

- Previous relevant administrative experience;
- Excellent money handling skills;
- Excellent attention to detail and accuracy;
- Excellent communication skills.
- A satisfactory Police Check.

Remuneration

This position falls under the Clerks Private Sector Award 2010 Level 3 classification. Above award wages apply.

Position Description

To access the Position Description, please click on this link:

<https://tinyurl.com/y43ft7sf>

Please forward your application to:

Attention: Sarah Noble

Garry Nash & Co. Real Estate

23 Baker Street Wangaratta 3677

Or: email – mail@garrynash.com.au

Applications close at 12pm on Monday 7 October 2019.

INTEGRITY · EXPERIENCE · RESULTS