

POSITION VACANT:

ADMIN ASSISTANT – 12 Month Fixed Term

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| Work Unit | Membership Administration |
| Location | Sydney, CBD |
| Work Schedule | Full Time : Monday - Friday |
| Term | 12 Month Fixed Term |
| Commencement | Immediate start |

Key responsibilities:

- Answering incoming member calls.
- Administrative duties such as data entry, emailing, fax, photocopying and ad hoc tasks as required.

Skills:

- General pro-active approach to work and the ability to work efficiently in a dynamic and fast-paced office
- Exceptional communication skills and an excellent understanding of written and spoken English language.
- Work autonomously with limited supervision in a small team
- Intermediate level of proficiency in Microsoft Office
- Strong attention to detail
- Ability to multi-task

Due to visa restrictions only applicants with Australian citizenship, permanent residency or other unrestricted working rights can be considered.

Please send your CV and cover letter to Emmy Gudovska via email : emilija.gudovska@hsu.asn.au

Application Deadline : **COB Monday 4 March 2019**

Please note that due to the expected volume of responses; only short-listed candidates will be contacted in relation to their applications.