

Position: Receptionist/Administrative Assistant
Reports to: Administration Manager/Company Secretary
Direct Reports: none

The Receptionist of Global Brands Australia is responsible for overall front office activities, including the reception area, mail and office facilities. The Receptionist will organize office communication and activities on a day-to-day basis. This individual's primary responsibilities include handling incoming calls and visitors, while maintaining office common areas and facilitating meetings as required. The ideal candidate should have worked in the same or similar capacity previously with excellent work ethic and skill set. Further responsibilities within the company will be added to this position with continued experience and growth.

Operations

- Greets visitors
- Manages the reception area to ensure effective telephone and mail communications both internally and externally to maintain professional image.
- Supervises the maintenance of office equipment, including copier, fax machine, etc.
- Responsible for ordering of office Stationery as required
- Open and distribute mail
- Data entry of orders into CRM System and supply printouts to warehouse for pick and pack
- Prepare GMP Documentation as required by the company Production Manager

Human Resources

- Management and oversight of confidentiality in accordance with company policies
- Management and overseeing of all company health and safety procedures

Ideal Candidate

- Excellent written and oral communication skills.
- Reliable, punctual, and have demonstrated ability to juggle multiple priorities.
- Exceptional organisational skills, interpersonal skills, great attention to detail, and be process/system driven.
- Customer outcome focussed
- A team player, with evidence of strong and effective staff liaison.
- High level of competency with computer and software skills.
- Ability to perform well under pressure.
- Working knowledge of mail processes such as postage, Fedex and ability to learn any other providers the company chooses to utilise.
- Good Planning and organizational skills

- Well-developed interpersonal and communication skills
- Professional appearance and manner
- Computer literacy, specifically MS word for windows
- Minimum 3 years relevant experience
- At least two years of previous experience in office administration

APPLICATIONS PLEASE EMAIL:

admin@spabeautywellness.net.au

t: +61 39587 7088

