

# London Calling



## **Administration Assistant**

- Varied role with career progression
- Great team environment
- Up to \$38k plus super
- Fabulous opportunity exists for an extremely pro active administrator to join this global organisation. Dynamic team, fast-paced environment, corporate offices.

In this role, your key responsibilities and duties will include:

- Providing reception support
- Travel arrangements
- Powerpoint presentations
- General administrative duties – mail, filing, faxes, bookings, etc
- Co – Ordinate team meetings, client meetings · General administration support to Marketing & Legal department.

Our ideal candidate should possess:

- At least 2 years experience in a reception and administrative support environment
- Intermediate skills in Excel, Word, Powerpoint & general PC skills
- Strong interpersonal and communication skills
- Ability to multi task, prioritising and organising work accordingly
- Team Orientated

Please email your resume through to Samantha Watts at  
[sam@londoncalling.com.au](mailto:sam@londoncalling.com.au)