

## Position Description

### **Junior Office Administrative Assistant – Gold Coast**

GMA Certification Group is one of the largest and most respected Certifications Companies in Australia. We are looking to employ a young, enthusiastic, motivated and efficient person for a full-time position in our Gold Coast Head Office.

Following completion of an introductory probation/training period the successful candidate will be responsible for the following key responsibilities.

#### **Key responsibilities of this role include but are not limited to**

Reception duties both face to face and via the phone

Providing administrative support to office staff

Data entry and data collation using Company databases

Delivery of various documents to outside parties.

#### **Required Skills**

Demonstrated proficiency in using word, excel and outlook

Excellent written and verbal skills with a professional a courteous phone manner

Building industry knowledge/experience would be highly regarded

#### **Personal attributes**

Be efficient and able to independently organise, priorities and execute tasks

Be motivated and professional with a consistent eye for detail

Reliability and integrity with excellent presentation

Can work as part of a team

Must have current Australian drivers' licence