



# RECEPTIONIST / ADMINISTRATIVE ASSISTANT

## Fantastic opportunity in a progressive firm

Worrells is a fast-growing Insolvency Firm that has carved a successful niche in the small to medium enterprise market through delivering quality service and processes through its unique systems.

We currently have an opportunity for a Receptionist / Administrative Assistant to join our progressive and dynamic team within our Melbourne office.

As a Receptionist / Administrative Assistant your core responsibilities are:

- Focussing on the efficient and professional delivery of work, in accordance with Worrells processes and systems, in a manner consistent with Worrell's values
- Supporting the Worrells team by applying excellent time management and communication skills
- Being the first point of contact for any visitors to the Worrells office

You will also be given the opportunity to join project teams to help the business achieve its strategic vision, whilst developing your own administrative skills, through your involvement in the implementation of the firm's business planning.

To be successful in this role you will need to possess the following:

- Excellent Communication Skills
- Excellent Time Management and Organisational skills
- An ability to build strong relationships with both internal and external stakeholders
- Proficient in the use of IT systems as our office is paperless

If you are successful in this position, we offer you:

- The opportunity to join a dynamic and talented team of professionals
- The ability to grow your career through our extensive learning and development program which is personalised to focus on your career goals and aspirations
- A supportive and collaborative environment for you to learn and grow

If you are a highly motivated individual looking to take the next step in your career then we would love to hear from you !

Please submit your application to [careersmelbourne@worrells.net.au](mailto:careersmelbourne@worrells.net.au).

Applications close Friday 22<sup>nd</sup> March 2019.

**PLAIN TALK.  
STRAIGHT ANSWERS.  
FAST RESULTS.**