## Receptionist / Administrator

* Dandenong Location
* $42K circa package
* Busy and varied role

### Short Description

No need to travel to the city. Small, successful manufacturing co in Dandenong requires the professional skills of an experienced Receptionist/Admin person. $42K circa package

#### Body of the Advertisement

Well established small company in the manufacturing industry is looking for the services of a proactive Receptionist/Administrator to work in their close knit team in Dandenong.

Your administration and sales support background in a busy environment will be an asset. Intermediate to Advanced Microsoft Office Suite skills, including Excel, typing, strong attention to detail and follow through, are a must in this diverse role.

With a breakdown of 75% admin/sales support and 25% reception and secretarial focus, you will utilise your strong project management and organisational skills.

The sales support aspect of your role will encompass the input of technical and detailed orders for the production area. Liaison with clients, general office administration, reception duties and secretarial support where required, will keep you challenged and busy.

If you are a proactive person with a strong customer service focus, take pride and ownership in your contribution, have excellent attention to detail and want to be part of a growing organisation this could be your next long term role.

Please email your confidential CV to (insert the name of contact) or telephone (Insert their telephone number here) for further information.