

Receptionist /Administration Assistant

MOUNT ISA
Award

A local company is seeking a reliable & professional person to join their team. This position will include answering phones, front counter enquiries, data entry, bookings, checking off freight invoices. Must have sound computer skills, good time management skills & a professional manner, knowledge of local area would be an advantage. To apply please submit your resume with current references to Chrissy or Jaime on contacts below. Own transport is required to and from position. Preferred licence(s):

Full time position, 35 hours or more per week

Temp < 6 mths

38 hrs p/w

Contact Us

11/06/2008

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