

## Front Desk Administrator - Polkolbin

Hays • Newcastle Area NSW



Base pay

\$50,000 - \$55,000



Work type

Full time



Contract type

Permanent

### Perks

PARKING

TRAINING

### Skills

FRONT DESK

ANSWERING

RECEPTIONIST

### Full job description

Start Date: ASAP

Permanent Role

Pay Rate: \$50, 000 - \$55, 000 plus Super – pending experience

Hours: 7 hours per day / 35 hours per week. Must be available from Tuesday - Friday 9-5pm and Saturday 10am-4pm

Location: Pokolbin

#### Your new company

Hays has partnered with local real estate agency based in the Hunter Valley.

#### Your new role

As a receptionist, you will be the first point of contact for all customers and stakeholders. Day-to-day you will be, answering calls, directing queries, supporting the team as well as other general reception duties.

#### What you'll need to succeed

- Professionally presented
- Exceptional customer service skills
- Strong computer skills & confident with the use of technology

### Job details



Date posted

06 Jul 2022



Expired On

16 Aug 2022



Category

Admin & Office Support



Occupation

Receptionist



Base pay

\$50,000 - \$55,000



Contract type

Permanent



Work type

Full time



Job mode

Standard business hours



Work Authorisation

AUSTRALIAN CITIZEN /  
PERMANENT RESIDENT

- Great problem-solving skills
- Excellent written and verbal communication skills
- Preferred experience in real estate but not essential.
- Reliable car and valid drivers license

**What you'll get in return**

Your new employer is dedicated to provide you with training and on the job support. Parking onsite.

**What you need to do now**

If this sounds like something of interest, hit "APPLY NOW" . Alternatively call Michelle Mansour for a confidential chat call on 02 4032 8669.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career. OR if you know someone who is interested in a role like this, please send them this link.

**LHS 297508 #2652918**