

Data Entry Administrator - Brightwaters

Hays • Newcastle Area NSW



Base pay
\$25 - \$35 / hr



Work type
Full time



Contract type
Temporary

Job details



Date posted
19 Apr 2022



Expired On
16 Aug 2022



Category
Admin & Office Support



Occupation
Data Entry



Base pay
\$25 - \$35 /hr



Contract type
Temporary



Work type
Full time

Full job description

Role Title: Data Entry

Pay: \$30 plus hourly

Location: Brightwaters

Days and Hours: Flexible

Starting: 2-3 weeks

Need to have:

Covid-19 vaccination Paid WWCC

Your new company

The organisation is a local children educator.

Your new role

You will be assisting the Administration team in a project. The company have implemented a new program which requires information to be updated. You will also be responsible for general administration, liaising with stakeholders and document management, but the role will be heavily data entry based.

What you'll need to succeed

- Strong administration background
- Tech savvy, able to quickly pick up new programs
- Knowledge of MS Office - specifically Excel

What you'll get in return

- Working in a small, established team
- Parking onsite
- Flexibility with hours and days
- Potential for extension

What you need to do now

If this sounds like something of interest, please email your resume to Casey Thatcher casey.thatcher@hays.com.au, or call Casey for more information on

4032 8667.

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