

## Receptionist/Office Administration Assistant

***“Outstanding opportunity to work with a leading design firm.”***

Group GSA is an award-winning design firm. We are currently seeking a full-time Receptionist/Office Administration Assistant with at least 2 years' experience to join our progressive practice and team of highly motivated and talented staff based in Sydney. We foster a collaborative, creative and constructive team environment where our people can develop their professional skills and have opportunities for long-term career progression.

This is a rare and great career opportunity to join this friendly and dynamic office in a prime East Sydney location.

### **About the role**

As the first point of contact you will need to demonstrate excellent communication and customer service skills.

This role involves, but is not limited to:

- answering and allocating calls
- greet clients and visitors on arrival in a professional manner;
- co-ordinate conference and meeting rooms.
- distribution of incoming deliveries.
- file management: Maintain office filing and storage systems including external storage archiving.
- ensure reception area and meeting rooms present as professional at all times.
- monitor and maintain staff amenities (kitchen etc.) as required.
- Make travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Perform clerical duties as needed.
- Assist with facilities management, communicating with building management and arranging repairs.
- Perform additional administrative tasks when required,

### **About you**

- 2+ years reception and client service experience dealing with professional clients at a corporate environment.
- ability to work effectively with people at all levels in a polished and friendly manner.
- remains calm and poised under pressure;
- excellent customer service skills;
- professional phone manner;
- strong communication, problem solving and interpersonal skills;
- ability to juggle competing demands with minimal fuss;
- good memory, listening skills and clear-thinking abilities.
- high attention to detail.
- a confident, positive and can-do attitude.

### **To be suitable for this role, you will have the following:**

- A general understanding and working knowledge of the processes associated with general administration.
- Experience in Microsoft Office
- Accuracy and ability to check your own work