

**Admin Assistant**

Health Recruitment Specialist

* **Work from home**
* **Flexible hours**
* **Comprehensive training provided**

***Health Recruitment Specialists (HRS)*** is a specialist recruitment firm dedicated to servicing the workforce needs of the health sector. We are currently seeking a skilled and experienced administrative support person on a contract basis for up to 10 hours per week. You will be responsible for managing a range of databases and will also provide support with client and candidate communications. An opportunity to assist the company Directors in marketing activities and small projects will also be a focus for the role.

To be considered for this position you will be personable and professional, and enjoy working with motivated friendly people in a small team environment. You will also be able to demonstrate:

* At least 5 years administrative support experience
* MS Office suite skills
* Excellent attention to detail
* Experience in managing sensitive employment related, or similar records
* A confident, friendly manner, and are comfortable supporting senior stakeholders
* Must be an Australian Citizen
* Must have an active ABN or willing to acquire one

An attractive remuneration package will be negotiated with the successful applicant.

Full position details can be obtained from our website at:

**www.hrsa.com.au**

or contact John Cross on: 0417 332 598 or Jo Lowday on: 0400 158 155. To make an application you will be required to submit: a Cover Letter and updated CV. Applications can be made online or sent by email to: [hrsa@hrsa.com.au](mailto:hrsa@hrsa.com.au)

**Applications close 10 October 2021**