

CLERICAL OFFICE ASSISTANT

Polycell Australia • Welshpool WA 6106



Base pay

\$25 - \$29 / hr



Work type

Full time



Contract type

Permanent

Skills

CLERICAL

GENERAL CLERICAL

OFFICE ASSISTANT

TELEPHONE

Full job description

Polycell International is a well-established, privately owned packaging manufacturer with offices located across Australia and New Zealand. We specialize in the production of bubblewrap and closed-cell foam products, along with a vast array of derivatives thereof.

An opportunity currently exists for a **Clerical Office Assistant** individual to join our passionate team located in **Welshpool, WA**.

The successful applicant must be fluent in English & Mandarin and possess excellent telephone and face-to-face communication skills. Computer literacy skills are essential for this role.

Additionally, due to our business relationships with South East Asia, the ability to converse in one of these dialects will be advantageous.

Duties & responsibilities include, but are not limited to:

- Processing staff times and attendance records
- Events organizing
- General clerical tasks
- Managing local and interstate transport for pick-up and deliveries

Job details



Date posted

20 May 2022



Expired On

20 Jul 2022



Category

Admin & Office Support



Occupation

Administration Assistants



Base pay

\$25 - \$29 /hr



Contract type

Permanent



Work type

Full time



Job mode

Standard business hours



Work Authorisation

AUSTRALIAN CITIZEN /
PERMANENT RESIDENT



Company size

11 to 50

- Production plan and stock taking
- Stock management and ordering
- Act as a point of contact for suppliers
- Invoicing
- Data entry and sales support
- Ad hoc duties

About you:

- Proven experience in a similar role
- Good communication, interpersonal and multi-tasking skills
- Attention to detail and problem-solving skills
- Can do attitude
- Good organisation skills

You must have the right to work in Australia.

Please forward your CV and relevant documentation to:

kien.tran@polycell.com.au