

The logo for nabenet, featuring the word "nabenet" in a white, lowercase, sans-serif font on a dark grey rectangular background.

Integrated workplace health services

Administration Assistant

Nabenet are a dynamic, growing Victorian based occupational rehabilitation provider based in North Melbourne seeking a motivated, experienced administration assistant. The position requires the successful applicant to demonstrate the following:

- Strong communication skills with proven experience of working with customers.
- The ability to communicate well at all levels.
- Strong computer skills including Microsoft Word, Excel and PowerPoint.
- A hard working flexible attitude with an outgoing personality.

A range of administrative and office duties including answering telephone queries, maintaining files, creating files (both electronic and paper), managing requests and assisting with the production of reports.

Send CV to jessicarose@nabenet.com.au or contact (03) 9329 3898.

Previous applicants need not apply