

## Customer Service & Administration Professional Available Candidate Profile

### CANDIDATE #E314

Highly motivated, hardworking individual who enjoys working in a fast-paced customer focused role. Extensive administration and data entry experience in several different industries and is a happy outgoing person who builds great relationships with others. Available for both part time and full time opportunities in the South Eastern Suburbs of Melbourne.

### QUALIFICATIONS AND LICENSES:

Certificate II in Business

Working with Children Check

Completed courses with Department of Defence for financial management, inventory management, computer automatic provisioning and purchasing

### HOURS

Available for both full time and part time opportunities

### CURRENTLY SEEKING EMPLOYMENT WITHIN:

Administration Assistant / Reception

Customer Service Representative

Call Centre Operator

### TRANSPORTATION:

Own transport, readily available

### RESTRICTIONS

Avoid lifting greater than 5kg