



Administration & Reception Temps

- **Well known legal, accounting, property & mining clients**
- **Great pay rate & rewards program**

The Checkside Group has forged a reputation for working with WA's most progressive professional services companies. All of our clients are serious about finding the right people to join their teams.

We are always on the lookout for experienced admin assistants, receptionists and filing and accounts clerks to assist our legal, accounting, financial services, property and mining clients and their teams on a variety of short and long term assignments.

With a minimum of 1 year office, accounts or admin experience, you will have a good working knowledge of Microsoft products (particularly Word) and the flexibility to help out where needed.

If you're well presented, punctual and professional and would like to enjoy the variety and flexibility that temping offers please send your resume to: support@checkside.com.au

Please note that Accounting Graduates will NOT be considered.

All discussions and emails will be treated as highly confidential to protect your privacy.

Please note that we will respond only to candidates whom in our opinion have the required experience and suitability for this position.