

Receptionist / Office Coordinator

- **West Perth Location - parking provided**
- **Social, friendly culture**
- **Mining sector**

Our client is a private investment partnership specializing in the metals and energy industries. The Company provides seed funding and management for early stage resource projects, with a primary focus on base metals, nickel and uranium. They now seek a professional and friendly Receptionist / Office Coordinator to join their team.

This is a great opportunity to be part of a dynamic team and play a vital role in the company. You will enjoy being the face of the business and representing the company in a professional and friendly manner. The role will not only see you manage reception duties, but also provide high level administrative support to the Company.

Key responsibilities include:

- Answering and directing all incoming calls;
- Greeting visitors in a friendly and professional manner;
- Maintaining meeting room calendars
- Sorting incoming and outgoing mail;
- Booking couriers;
- Making travel and accommodation arrangements and preparing itineraries;
- Updating and maintaining the Company's contacts database;
- Preparing stationary and food orders ;
- Organising various staff / client functions;
- General administrative and/or accounts duties.

The successful candidate will be well presented and have exceptional communication skills. This role requires someone who shows initiative and can work autonomously and well as part of a larger team.

In addition, the successful candidate will possess the following skills or qualities:

- Intermediate knowledge of Microsoft Word, Excel and PowerPoint;
- Strong attention to detail;
- Sound spelling and grammar skills;
- The Ability to multitask.

Previous and proven experience in a similar role and the willingness to learn new skills will be looked upon favorably. This is a great opportunity to be part of a supportive and friendly team environment where training and career progression will be provided.

To find out more about this outstanding opportunity, please contact Kristy Campbell on 08 9489 7040 and/or email your resume to kristy@checkside.com.au.

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.