

Office Administrator – UpDown Desk

Full Time  Springvale VIC 3171



UpDown Desk

\$25 plus per hour starting (depending on your experience), 20-30 hours per week. Ongoing if the right person. You will start as a contractor, but move to part-time if you are a good fit. There is a good chance that the work will end up being full-time.

- Primarily working from home, you may need to go to the Springvale warehouse occasionally.
- If you're a really outstanding candidate you can ignore this criteria – Preferably you are under 30 years old and receiving one of these three forms of welfare in the past three months – JobSeeker, Youth Allowance (Other) or the Parenting Payment so that the JobMaker grant is eligible.
- Attention to detail extremely important as part of the job is managing the pricing and building of high-end, custom desks. You don't need experience in this, but you do need to be an attention-to-detail person.
- Comfortable talking with customers on the phone (taking inbound calls and website chats).
- Excellent spoken skills – easy for customers to understand. Better at listening than talking – we HIGHLY value and respect our customers and they are intelligent, top-quality, high-end purchasers.
- Excellent customer service skills – our online customer rating is extremely important.
- Experienced and comfortable with spreadsheets (we use Google Sheets).
- Some handyman experience would be helpful as sometimes customers need practical advice, though this can be learned.
- You must have your own reliable laptop/computer, reliable internet access, mobile phone and a place in your home that is quiet during work hours.
- It's fine if you need to fit work around school runs.
- This is a rough job description as the reality is that we are a small, growing business, so there will be a range of stuff we will need your help with. We are not high-stress people at all, but we do work hard.

Send me –

- your resume as a pdf attachment
- a summary (150 words or less) of why you are a good match for the job

Thanks

Matt

Part-time hours: 30 per week

Job Types: Full-time, Part-time, Casual, Permanent

Salary: \$25.00 – \$35.00 per hour

Experience:

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