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 handyperson 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:

,

• administrative assistant: 3 years (Preferred)

Location:

• Springvale VIC 3171 (Preferred)

Work Eligibility:

· Permitted to work permanently with no restriction on hours (e.g. citizen, permanent resident) (Required)

Work Remotely:

Yes

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