



## **Administration Assistant / Receptionist**

FULL TIME | MELBOURNE | INSOLVENCY

### **About Worrells**

Worrells is a well-respected Insolvency Firm that has carved a successful niche in the small-to-medium enterprise market through delivering quality service and outcomes. At Worrells what you see is what you get. We pride ourselves on transparency and authenticity. Our down-to-earth environment and team-based culture helps our employees be themselves at work. Our industry leading systems allow us to work dynamically and offer our employees flexibility that suits them. Our extensive learning & development program fosters a culture of development and excellence. We want to help you continue to grow throughout your career.

### **About the role**

Worrells is looking for an experienced Administrative Assistant / Receptionist to support the Worrells team. The successful candidate will have a proactive approach with the ability to work independently and collaboratively on a wide range of confidential and time-sensitive tasks. You will be part of a cohesive environment, working as one team to meet the needs of the firm. We are seeking a motivated team member that will be an essential part of the success and growth of the business. In this position, you will be the face of the business and the first point of contact for our stakeholders. You will contribute to a creative approach to team needs and activities and be a champion for team morale. We are seeking a well-organised team member with a friendly work style, who can effectively multi-task and prioritise.

As an Administrative Assistant / Receptionist some of your responsibilities are:

- Running and coordinating the day-to-day administrative duties of the firm.
- Providing high-quality and timely service to stakeholders, including being the first point of contact for the firm.
- Answering incoming phone calls and aiding clients and visitors.

- Liaising with building management and IT departments.
- Various administration duties supporting the Principals, office, and VIC team.
- Providing project support for the Marketing team.

## **Skills and Qualifications**

- Excellent written and verbal communication skills.
- Excellent organisation skills and acute attention to detail.
- Ability to handle multiple tasks in a fast paced and time sensitive environment.
- Ability to build strong relationships with both internal and external stakeholders.
- Demonstrates an ability to anticipate needs and changes, then react with the best interest of the business in mind.
- Ability to work autonomously on assignments and handle sensitive and confidential information.
- Calm under pressure and good with people.
- Proficient in the use of IT systems as our office is paperless.

## **About the Worrells experience**

At Worrells you'll be recognised and rewarded based on your performance and will have access to our comprehensive benefits, which include:

- Flexible working arrangements to help you balance your work and personal responsibilities.
- A dedicated Reward and Recognition program, which includes on the spot awards and a great range of discounts at major retailers.
- A great culture and work environment, including formal and informal social events and team bonding days.
- A comprehensive Employee Assistance Program and other wellbeing initiatives supporting your physical and mental health.
- Extensive learning and development to help you develop personally and professionally.
- A dynamic workplace with high quality facilities including a gym, day spa and Flexicar.



*If you are a highly motivated individual looking to take the next step in your career, then we would love to hear from you!*

*Please submit your confidential application to [careersmelbourne@worrells.net.au](mailto:careersmelbourne@worrells.net.au).*