

## **Administration Assistant**

Nabenet are a dynamic, growing Victorian based occupational rehabilitation provider based in Hawthorn seeking a motivated, experienced administration assistant. The position requires the following:

- Strong communication skills with proven experience of working with customers.
- The ability to communicate well at all levels.
- Strong computer skills including Microsoft Word, Excel and PowerPoint.
- Attention to detail.
- A hard working and flexible attitude with an outgoing personality.
- Workers' Compensation experience an advantage.

A range of administrative and office duties including answering telephone queries, greeting clients, creating and maintaining files (both electronic and paper), managing requests and assisting with the production of reports.

Send CV to [jessicarose@nabenet.com.au](mailto:jessicarose@nabenet.com.au) or contact 03 9329 3898.