

Customer Contracts Administrator -12 months fixed term contract

- Fast paced and customer focused team environment
- State of the art offices - CBD location
- Variety of staff benefits

Role summary: A varied and busy administration role that requires a high level of attention to detail and accuracy.

Description:

We're eager to recruit an energetic , experienced and precise Contracts administrator who shares our 'Customer is King' philosophy to join our vibrant Service Delivery Team team on a 12 month fixed term contract.

With a customer is king mindset they strive to understand our customers' needs, exceed expectations and deliver superior service delivery. They seek quality staff that will help drive this mission.

We are looking for energetic, **detail oriented people** to work within our vibrant Administration and Service Delivery Team.

Key responsibilities include

- Creation of contracts and other documentation in all areas of contractor engagement
- Accurate Data Entry and document management using our customised CRM system
- Creation of payroll and other requested customer reports
- Updating customer profiles and documentation
- Embracing and delivering upon a 'Customer is King' team philosophy
- Managing internal and external customer expectations

About you:

We are looking for applicants that have:

- Proven high level attention to detail and accuracy
- Demonstrated ability to handle high volume work with efficiency to tight timeframes
- Excellent multi-tasking, prioritising and time management skills
- The ability to build rapport and establish strong business relationships within teams and Management
- Proven ability to work well autonomously and within a team environment

- Some understanding of recruitment & labour hire contractor processes and principles
- Understanding of Modern Awards, payroll tax, workcover, superannuation, OH&S and employment contracts
- Previous experience in HR Contractor Management or Procurement is highly advantageous

And in return, we will provide:

- Individual, department and company rewards and incentives
- Monthly celebrations
- Birthday Day off
- Professional development opportunities
- Close knit team environment with supportive senior management

This is an opportunity to work somewhere you can truly be proud of. Summarise your suitability for the role in a cover letter and forward it, along with your CV, to Larissa Farnan, by clicking on the Apply button.