

## Receptionist

Melbourne VIC (Hybrid)

Are you ready to step into a role with a can-do attitude and a passion for exceptional service? We're looking for a dynamic individual to be the welcoming face of our company.

As the first point of contact for our offices in Melbourne, Sydney, and Malaysia, you'll handle inbound calls, coordinate events, and keep our operations running smoothly.

Reporting to the Human Resources Manager, you will also have the opportunity for career growth in the Customer Care team and or Human Resources team, which is an excellent development opportunity.

### Key Responsibilities

#### Communication & Customer Service

- Greet visitors and handle calls and emails with professionalism and warmth
- Provide level 1 query resolution to support our Customer Care Team
- Act as our Brand Ambassador to ensure every customer experience is outstanding

#### Administrative Excellence

- Update our CRM and manage compliance documentation
- Organise office maintenance, building management requests, and stock management
- Coordinate health and wellbeing initiatives, social events, and monthly Town Hall celebrations
- Assist with ad-hoc administrative tasks for Executive Leaders and Managers

#### Operational Support

- Oversee front-office budget reconciliations
- Manage meeting room calendars and event setups
- Complete employment verifications and necessary reporting

### Qualifications and Expertise

- An enthusiastic professional ready to launch a corporate career
- A proactive problem-solver with a keen eye for detail
- A strong communicator who builds positive relationships
- Skilled in multitasking and thriving in a fast-paced environment
- Comfortable with Microsoft Office and common office tools
- A dedicated team player who takes pride in exceptional customer service

### Compensation, Location, and Benefits

- An autonomous working environment where you can have ownership and accountability
- Modern CBD office
- Training and development opportunities
- Social activities, CSR initiatives and end-of-month celebrations.
- Fresh fruit, snacks and coffee
- Day off on your Birthday & two additional Press Pause days



- We are a close-knit team with supportive leadership

This is a full-time ongoing role that is based in the Melbourne CBD, near Parliament Station. We support a hybrid working environment – 3 days in the office.

If you're ready to start your career in a foundational reception role, apply today and become the friendly face that makes our company stand out!

## How to Apply

Send your cover letter and resume to [recruiter@people20.com](mailto:recruiter@people20.com). Please reference the job title and location.

## About People2.0

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People2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.