

# Customer Service & Admin Executive

**AUSTRAL GROUP - AUSTRALIA**

*Work from Home*

## **The Company:**

We are a well-established Service oriented company in Brisbane Australia and has been in business for over 15 years and has a large, loyal client base which needs to be looked after with a high level of client service acumen and ongoing administrative support.

## **The key duties:**

- Day to day client communications
- Setting up appointments
- Drafting business agreements, government grant proposals, and tender documents
- Responding to email queries
- Passing on vital information to other staff members
- Content writing for internal websites.
- General administrative work

## **Mandatory Selection Criteria:**

- Clear and fluent communication skills in English
- Excellent rapport building skills
- Strong administration skills with an Intermediate level of Office applications.
- Work well under pressure.
- Have an interest in fashion
- Ability to prioritise and juggle multiple tasks.
- Relationship building and teamwork skills
- Own reliable computer with the Internet
- should work from 4.30 am to 2.00.pm, from Monday to Friday in Sri Lankan time.
- Work at your home

Successful candidates will have business acumen with a willingness to progress their skills, knowledge, and career. They will have strong time management skills and be able to work well in a team. We are also hoping that they have a view to establish a long-term career with Austral Accountants.

For immediate consideration, please forward your CV to:  
[careers@australgroup.com.au](mailto:careers@australgroup.com.au)