

WE'RE HIRING!

Full-Time Vacancies for Business Administrator

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Position Overview

We are seeking a detail-oriented and proactive Business Administrator to join our team. The ideal candidate will possess exceptional English language skills, be proficient in Microsoft Office Suite with a strong emphasis on Excel, and be capable of creating comprehensive reports. This role requires a motivated individual who can handle various administrative tasks and contribute to the overall efficiency of our operations.

Key Responsibilities

- **Report Creation:** Develop, compile, and analyse reports that provide insights into business performance and support decision-making processes.
- **Data Management:** Utilize Excel to manage, organize, and analyse data effectively, ensuring accuracy and accessibility for stakeholders.
- **Administrative Support:** Assist with day-to-day administrative tasks, including scheduling meetings, managing correspondence, and maintaining organized records.
- **Office Suite Proficiency:** Utilize Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) to create documents, spreadsheets, and presentations that meet business needs.
- **Communication:** Write and edit documents, presentations, and reports with a high level of clarity and professionalism in English.

Qualifications

- **Education:** Bachelor's degree in Business Administration, Management, or a related field preferred.
- **Experience:** Proven experience in an administrative role, preferably in a business environment.

Working Hours

- Work adaptability in Australian time (5.am to 1.00pm)
- Workings days - Monday to Friday
- Location - Panadura

Benefits

- Competitive salary and benefits package.
- Opportunities for professional development and growth

Forward your resume to

Finance@decentcare.com.au

