

## **Syrinx - Full Time Administration Assistant**

We are looking for a full-time administration assistant - a great all-rounder to join our team at Syrinx in Perth.

Syrinx is a multi-disciplinary and creative environmental design and construction company operating from offices in Western Australia and Tasmania.

We recognize our close-knit team as our key asset and we take great pride in providing our clients with exceptional service and results.

Syrinx promote a friendly, fast pace and supportive work atmosphere.

The position will include reception duties and event organisation, some diary management, travel arrangements, filing, and other general secretarial duties-

The suitable candidate will be very organised, computer savvy, with a high proficiency level in Microsoft Office 365 applications (Words, Excel, Outlook). He or she must have an impeccable work ethic, and is able to communicate at all levels both face to face and over the phone in a highly professional and friendly manner. Previous work experience in a similar position is a must.

Syrinx is an Equal Opportunity Employer. We provide flexible working environments to cater for various employee needs and lifestyles.

Please send your application clearly detailing your experience, skills and knowledge to Corporate Manager, Vony Aditopo, at [info@syrinx.net.au](mailto:info@syrinx.net.au)

Please note that applications must include a CV in order to be considered by the Recruitment Team.