

Admin & Customer Service Executive

WORLDSTAFF - AUSTRALIA

Opportunity for work from home

The Company:

We are a local recruitment service that assists Australian businesses with their staffing needs from the local and overseas labour market.

The key duties:

- Talking to local employers to understand their hiring requirements.
- Using provided information to hunt for potential candidates
- Identifying and matching individual to employer's requirement
- Using necessary checks and assessments to find the right match

Mandatory Selection Criteria:

- Outstanding English language abilities in both written and verbal communication
- Minimum of 02 years experience in customer service including expertise in organizing and conducting interviews (face-to-face and virtual)
- Excellent rapport building skills
- Strong administration skills with an Intermediate level of Office applications.
- Work well under pressure.
- Ability to prioritise and juggle multiple tasks.
- should work from 4.00 am to 2.00.pm, from Monday to Friday, and 4.00am to 12.00pm on Saturday or Sunday in Sri Lankan time.
- Work from home setup with reliable internet

All Initial Salary and other allowances depend on your Qualifications & Experience. In return, we can offer you a rewarding career, a great team culture, and ongoing training and development.

If you are serious about progressing your career, WorldStaff is a company that offers long-term career growth and opportunity. In recognising your excellent performance, we will actively work to build your career with you.

For immediate consideration, please forward your CV to: careers@worldstaff.com.au before **10th July 2023**.