Administration Assistant
Part Time or Full Time | West Ryde, NSW

Koorong has an administrative role available based in our West Ryde location. It is well suited to someone who is self-motivated, focused and able to work efficiently doing repetitive tasks. In return, you will be rewarded with flexible days to suit your lifestyle.

This administrative role is ideal for someone who describes themselves as fast and accurate. Duties involve progressively working through an ongoing task list at a strong and steady pace, requiring good time and workload management skills.

Role Specifics:
- Tasks include entering new product details onto the Koorong system, cross checking reports and identifying and correcting duplication of data on the system
- Assisting buyers with inventory management using Excel and Word based applications
- Liaising with suppliers and other internal departments as required
- Other general administrative tasks

Koorong offers:
- Flexible role
  - 3-5 days per week as agreed with successful candidate
  - working days can be negotiated to suit (hours can be worked across 3-5 days)
- The satisfaction of regularly seeing the results of a job well done
- Friendly team environment

What we are looking for:
- Accuracy and attention to detail
- Computer literacy
- Familiarity with Word and Excel
- Data entry experience preferred
- Demonstrated ability to take responsibility and work well without close supervision
- A passion for supporting Koorong's work in promoting and distributing Christian resources

Koorong is Australia's leading Christian resource centre. With 15 stores Australia-wide and a thriving website, we provide the largest range at the best prices. Join us in the exciting privilege of providing Christian resources to your local community and beyond, with life changing possibilities!
Koorong is part of Bible Society Australia group.

TO APPLY

Send a resume with cover letter, noting your availability to:

e: buyingadminjobs@koorong.com.au

Closing Date: 18 November 2017