



Office/Project Support Administrator

- Professional Services firm with a fantastic culture
- Superb location close to Central Station
- Varied and challenging role within a high performing team

Are you an exceptional support person who has an eye for detail and a passion for delivering high quality and professional documents? If you are a self starter and keen to join and support a high performing team in an exciting management consultancy, then this may be the opportunity for you.

Morrison Low is a leading consulting firm specialising in advising the public sector in Australia and New Zealand. We have a vacancy in our Sydney office (located within walking distance of Central Station), and are looking to recruit an outstanding office/project support administrator to support our project teams in a busy and demanding office environment.

Skills and Experience

- A strong attention to detail and focus on quality
- Advanced formatting and desktop publishing skills (Microsoft Word and PowerPoint a must) to make our work look sensational
- High quality written communication and proofreading skills
- Experience with Website administration (particularly SharePoint)
- Experience with tenders and applications such as MS Project
- Experience building organisational charts and diagrams using applications such as Visio
- Proficient with the administration of project financial processes (invoicing, expenses, reports)
- Outstanding communication skills and the ability to relate well with people at all levels (colleagues and clients)
- Flexibility to work within a small team environment and take responsibility for a variety of tasks
- Initiative, maturity and the ability to manage multiple deadlines, often under tight time pressures

About the Role

We are a small team and everyone pitches in. You will be involved in a myriad of tasks including:

- Formatting, proofreading and finalising documents
- Supporting our consultants and working across virtual teams
- Answering phones, ordering stationery, invoicing, travel bookings, marketing and website administration
- General office support

At Morrison Low, you'll be part of a professional, friendly, supportive team with the opportunity to learn and expand the role according to your talents. Remuneration will be negotiated depending on experience, current skills and qualifications.

To register your interest, please send your CV and application letter in confidence to The Practice Manager – s.parkinson@morrisonlow.com. Please detail your skills and experience and explain why you would be the best candidate for the position. (Ref:PSASYD1806).

No agencies please.