

JOB TITLE	Temporary Office Support Staff
ORGANISATION	
LOCATION	Adelaide
WORK TYPE	Casual
CLASSIFICATION	Administration & Office Support
OPEN DATE	20 Oct 2018
CLOSING DATE	22 Nov 2018
REQUIRED SKILLS	
ROLE DESCRIPTION	<p>Talent Options works closely with SA Government in offering professional services contractors/temporary staff in various departments. We are looking for expressions of interest for candidates, with Government experience, that may be interested in short term positions and available for an immediate start in the following roles.</p> <ul style="list-style-type: none"> <li>• Office Administration</li> <li>• Reception</li> <li>• Customer Service</li> <li>• Data Entry</li> <li>• Records Management</li> <li>• Human Resources</li> </ul> <p>Ideal applicants will possess:</p> <p>Proven experience working in SA Government</p> <p>Strong attention to detail</p> <p>Excellent communication skills both written and oral</p> <p>Intermediate to advanced experience with MS Word, Excel and Outlook</p> <p>The ability to adhere to different environments</p> <p>Availability to work Monday to Friday 9am -5pm</p> <p>Some of our clients also require National Police Checks, or DSCI screening so if you have these it will assist us placing you from our candidate pool.</p>

If you believe you have what it takes and the skills to succeed in this role, we are keen to hear from you. Please click 'Apply' and attach your resume in Word format or call submit your resume and cover letter to [zena.arabilla@talentoptions.com.au](mailto:zena.arabilla@talentoptions.com.au).