

JOB TITLE	Data Entry/Admin/Accounts Positions Available!
ORGANISATION	
LOCATION	Adelaide
WORK TYPE	Casual
CLASSIFICATION	Administration & Office Support
OPEN DATE	02 Nov 2019
CLOSING DATE	04 Dec 2019
REQUIRED SKILLS	
ROLE DESCRIPTION	<p>Talent Options works closely with SA businesses in providing quality temporary staff for a number of white-collar positions. We are always on the lookout for expressions of interest for candidates that may be interested in short term positions and are available for an immediate start for various roles across the metro area including:</p> <ul style="list-style-type: none"> • Office Administration • Reception • Accounts Payable/Receivable • Customer Service • Data Entry • Records Management • Human Resources <p>Ideal applicants will possess:</p> <ul style="list-style-type: none"> • Proven experience in the above listed areas • Strong attention to detail • Excellent communication skills both written and oral • Intermediate to advanced experience with MS Word, Excel and Outlook • The ability to adhere to different environments • Availability to work Monday – Friday 9:00AM – 5:00PM <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 to become part of our exceptional candidate pool we are keen to hear from you! Please click 'Apply' and attach your resume in Word format.