

Receptionist/Office Manager – Newcastle Office

Ward Civil and Environmental Engineering is a highly respected, mid-tier civil contracting company which has a proven track record in the industry for more than 35 years. The company undertakes a diverse range of civil and environmental projects, for clients both within the private and public sectors.

Are you a friendly and personable Receptionist looking for a role to manage the front office operations, working in a great office environment and for a progressive company that prides itself on providing exceptional service for our clients? Then this role is for you!

Your duties will include but are not limited to:

- Reception duties (greeting clients, booking couriers & deliveries, taking calls/messages etc)
- Sorting and distributing mail
- First point of contact
- General cleaning and tidying of common areas
- Assist Estimating Department with sending and receiving sub-contract quotations
- Other general office & administrative tasks as required

To be the successful candidate you will require the following:

- Be enthusiastic, friendly & well presented
- Clear, polite speaking and presentation manner
- Have a sound work ethic
- Possess Microsoft Office Skills - Word, Excel & Power Point
- High attention to detail
- Excellent communication skills both written & verbal
- Be a team player

If you possess these attributes and have an interest in this role please forward your CV to Ward Civil & Environmental Engineering Pty Ltd, Human Resources: PO Box 1067, North Ryde BC NSW 1670. Email: daniela.arias@wardcivil.com.au

Thank you for your application, please note that only successful candidates that meet the position requirements will be contacted.