

Administration/HR Assistant

- Central City Location
- Expanding Niche IT Company
- Salary Package \$38k plus incentives

Spatial Vision provides innovative geospatial solutions to a wide variety of clients located throughout Australia. These clients are serviced by our 40 person office, based in the heart of the Melbourne CBD.

We are looking for a candidate with a thorough knowledge of administrative/HR functions to provide support and assistance to a division manager, the office manager and technical staff.

The role requires someone who possesses:

- Previous experience in Administrative Support
- Excellent Communication and People skills
- Professional phone manner
- Strong MS Office skills
- Ability to prioritise and work independently
- Experience in Human Resources preferred

To obtain further information about this rewarding role, please visit our website (www.spatialvision.com.au), explore the wide range of activities undertaken by our business and download the position description.