

About us

Remotely is a young and vibrant company that provides a range of administrative and business support functions to SMEs across Australia and the world. The company is seeking a sub-contractor to be an administration assistant to support the Directors in the day-to-day operations of the company and client tasks. Ideally the candidate will have sound administration skills, the desire to learn and the capacity to increase their hours as the company grows.

The company is seeking an energetic, fast learner who can work independently and also maintain communications with the team while working Remotely. The company values its team members and is looking for someone who is honest, reliable, career driven and wants to be part of a warm team. Training will be provided, however, the candidate must have some experience and familiarity of the required tasks and systems.

Remuneration will be based on relevant skills and experience.

The position

- 15 hours per week with a view to increase over time
- Must be available between 9am and 12pm (AEDT) weekdays
- Immediate start
- Work from home position
- Must have access to a computer and a reliable internet connection. All access to systems and software will be provided

Essential skills

- Excellent written and verbal communication
- Attention to detail
- Highly organised with excellent time management skills
- Work in a fast-paced environment and multitasking
- Prioritise competing workloads
- Problem solving
- Minimum 3 years' experience supporting CEO or senior management positions

Essential Responsibilities

- Monitor, answer or distribute emails across approximately 10 different email addresses and 2 platforms
- Manage, make, and track payments
- Phone enquiries and simple sales phone calls
- Manage online files and records



- Set up company processes and procedures, documenting processes and procedures
- Keep accurate records of tasks across clients
- Communication throughout the day to Directors
- Client communication, first point of contact
- Create and manage online calendars and diary's, appointment scheduling
- Taking meeting minutes

Desirable

- Process payroll, reconcile transactions, invoicing
- Plan for, create and schedule social media marketing content
- Content writing such as website copy or blogs
- Set up automations, lead generation and email marketing campaigns
- Update and maintain Wordpress and other websites

Systems

Basic knowledge is required, however, training will be provided.

- Microsoft Word, Excel, PowerPoint
- Outlook, Gmail
- Xero, Hubdoc
- Canva, Sked Social, Wordpress
- Active Campaign, Pipedrive, Slack, Asana, Mailchimp
- Facebook, Instagram, Linked In, Google my Business
- Lastpass
- Moodle, Kajabi, E-Skilled, Thinkific

To apply for this position please email your CV, a cover letter addressing the essential skills and responsibilities and preferred hourly rate or package price to admin@teamremotely.com.au. Please use the subject "Remotely - Administration Assistant".

Applications close Wednesday 20th October. Position may be filled prior to this.