

AVAILABLE TEMPORARY STAFF
3rd March 2009

Elizabeth, Personal Assistant

Elizabeth is a polished and highly experienced Personal Assistant having supported Senior Management in one on one roles for a number of years. Not being someone who likes to sit still, Elizabeth has also successfully managed her own business. As you would therefore expect, Elizabeth is an exceptional communicator and her organizational skills and time management skills are second to none.

Tamara, Reception

Tamara is one of our highly sought after temps! She is renowned for her bright personality, professional phone manner and positive approach. She is reliable, efficient and loves being the first point of contact for callers and visitors to the office. Great at assisting people with phone or face-to-face queries, Tamara creates a lasting first impression on Reception which is important to every successful business.

Stephanie, Office Administration/Accounts

Stephanie is immaculately presented, friendly and has excellent relationship building skills. She has worked in a number of busy and demanding Administration positions with a finance focus and is therefore comfortable working under pressure. Stephanie is a natural at multi-tasking, having handled roles which require a high workload as well as high attention to detail. She prides herself on bringing a strong work ethic to every temp assignment.

Richard, Human Resources Manager

Richard is an experienced Human Resources Manager who is keen to accept temporary or contract roles whilst he seeks out his next permanent opportunity. He has an open communication style and the ability to instantly build rapport with others. In addition to a background in generalist HR, Richard also brings sound administration and computer skills.

Vicki, Project Co-ordinator

Vicki is a switched-on individual who demonstrates a strong work ethic and commitment to "getting the job done" quickly and effectively. Prior to arriving in Australia, Vicki held a number of Project Management positions where she was able to develop a strong administrative skill set, the ability to work well under pressure and with tight deadlines. She is comfortable speaking with clients on the phone and managing their expectations. Vicki would fit well into any administrative temporary assignment.

**For further details of these, or any of our other temporary staff,
who are available contact us on 9593 2990.**