

# OFFICE ADMINISTRATION

At Recruitflex our focus is on delivering a consistent, informed and proactive recruitment service to support your office administration staffing requirements.

## OUR APPROACH

Whether your requirement is for long or short term temporary or permanent recruitment services, high volume or one-off staffing needs, Recruitflex provides a tailored, straightforward service designed to find the right person or people quickly and efficiently.

We have invested in the latest recruitment technology and sourcing strategies to attract staff who will meet your staffing requirements.

Our recruitment specialists are trained to comprehensively assess candidate suitability through interviews, reference checks and skills assessment and then provide staff with a comprehensive induction and full assignment brief to ensure the best opportunity of success.

The end result is the placement of temporary and permanent office administration staff that have the skill set, cultural awareness and work ethic required to ensure your organisation continues to perform at its best.

## OUR PEOPLE

Recruitflex provides Office Administration temporary and permanent staff into a variety of roles including:

- Secretarial Support and Executive Assistants
- Receptionists
- Data Entry Operators
- Call Centre Operators
- Mail Room Staff
- Accounts and Payroll Officers
- General Administration
- Customer Service
- Sales and Marketing
- HR Officers



Contact us for further details.

**Phone** 1300 750 820

**Email**  
[info@recruitflex.com.au](mailto:info@recruitflex.com.au)

**OUR PEOPLE  
OUR DIFFERENCE**