

## Receptionist/Administration Assistant

### Your new company

Unique Micro Design (UMD) is an “Engineering IoT Solutions” company. In simple terms we add “eyes and ears” to software, by adding specialised data capture and sensors, such as IoT, RFID and Barcodes, to software.

### Your new role

In this role you will be responsible for providing reception services and administrative support for other areas within the company.

- Answer and divert all incoming calls
- Meet and greet all visitors
- Management of meeting rooms
- Receiving and distribution of mail
- Maintain upkeep of communal areas
- Data entry, customer order entry and maintaining CRM database
- Processing petty cash claims
- Administrative duties as required

### What you'll need to succeed

To be successful for this position you must be proactive and have previous experience as a Receptionist, high level of attention to detail and ability to follow detailed instructions. You will have excellent English communication skills both written and oral and understand the importance of great customer service. Ability to work autonomously, to a deadline, multitask and have good interpersonal skills. You will be required to work 5 days a week, Monday to Friday.

### What you'll get in return

For the right candidate you will receive the opportunity to work in a friendly well established engineering company, located in the south eastern suburbs. Ideal opportunity to work within school hours.

### What you need to do now

If you're interested in this position please click ['apply now'](#) to forward an up-to-date version of your CV with your availability including hours per day in a cover letter.