

sustainability.
environment.
versatility.



Sydney – Reception/ Administration

Senversa Pty Ltd is an Australian employee owned environmental consulting firm, with offices in Melbourne, Sydney, Perth and Adelaide. Our team is committed to delivering high quality environmental advice to our clients and we provide a supportive environment for our staff.

We are seeking a diligent, positive and reliable member to join our administrative team in a full time role in our Sydney office.

Reporting to the Business Services Manager the key elements of the role include:

- Reception and general office duties.
- Administrative and secretarial support including document production and creation of templates.
- Assistance with coordinating events.
- Arranging travel & accommodation and other equipment and vehicle requests.
- Supporting our team with reporting, scheduling, project activities, subcontractor agreements and other tasks.

To be successful in this role you will be a motivated self-starter with great attention to detail. Your high level of proficiency with all MS Office applications and Adobe will be highly regarded. You will also possess excellent communication skills, be adaptable, be positive and action oriented, and able to meet deadlines with often conflicting priorities. Experience working in a dynamic professional services firm or corporate environment in a similar role will be highly regarded, but is not essential.

If you are committed to furthering your career in a dynamic environment, please email your CV to careers@senversa.com.au with a covering letter outlining your experience and reasons for wanting to work for a growing, employee-owned organisation.

