



## **Administration Assistant**

**(Temporary Part-Time)**

- **Fundraising and communications agency**
- **Ultimo location**
- **Flexible working arrangements**

Are you looking for flexibility in hours? Can you see yourself putting your excellent organisational skills to good use by keeping this office running smoothly? Are you passionate about making the world a better place?

We are seeking a dynamic and enthusiastic Administration Assistant to join our Sydney team. Reporting to the CEO, you will be responsible for multiple aspects of office administration.

To be considered for this role, you will ideally have a minimum of two years office administration experience. You will have demonstrated strong attention to detail, the ability to multi-task, excellent time management skills, be able to work with minimal supervision and possess strong oral and written communication skills.

Join Pareto Fundraising and you'll be part of a fun, friendly and supportive team with an emphasis on opportunities for innovation and career development. What are you waiting for?

### **Hours of Work**

2.5 to 3 days per week

### **Duration**

3 months with a view to extend beyond

**To apply, email your CV and cover letter to [drew.jaadla@paretofundraising.com](mailto:drew.jaadla@paretofundraising.com)**

**Applications close 27<sup>th</sup> August 2010**