



## **RECEPTIONIST/ADMINISTRATIVE ASSISTANT**

We are looking for an energetic and positive-minded Receptionist/Administrative Assistant to join the iO2 team, based in the Noosa Heads area.

### **The iO2 difference**

This is a unique opportunity to work for a dynamic general insurance broking practice, focusing on both local and national clients. Based in the idyllic location of Noosa Heads, this forward-thinking business provides professional insurance services to enterprises across Australia.

### **Your new role**

Working with the iO2 Executive team, you will play an integral part in handling many of the administrative functions of a busy and dynamic professional office. With your excellent customer service and communication skills, you will also be joining a fresh and innovative team with a shared passion for achieving positive results and delivering exceptional service. The right candidate will also enjoy a work environment that provides a good work-life balance at iO2.

### **How you'll succeed**

With some previous administrative and customer service experience, you will be passionate and driven in everything that you do to support the iO2 team. You will naturally be a self-starter that requires minimal supervision. You will also have excellent time management and organisational skills, required to support an expanding business.

### **What we will give you in return**

This is a great opportunity to be part of an expanding business where you will have the chance to grow and progress with the organisation. This opportunity will provide you with a competitive salary between plus Superannuation dependant on previous experience and skills. Other benefits and flexible salary structuring may also be negotiated with the right candidate.

### **Skills and Experience**

- A minimum 2 years previous administrative, customer service and operational experience in any relevant industry.
- Some experience in the General Insurance industry would be a distinct advantage
- Proficient in all MS Office applications (Word, Excel, Powerpoint and Outlook)
- Excellent interpersonal and communications skills are a must

### **Next Steps**

If you'd like to express an interest in the role, please email a copy of your CV to [iWork@io2.com.au](mailto:iWork@io2.com.au).

If this job isn't quite right for you but you are interested in joining the iO2 team, please contact us for a confidential discussion.