



A  Hills Company

# Position Vacant

**POSITION: Business Administrator**

**LOCATION: Fielders Mile End (SA)**

An exciting opportunity has become available for an administrative professional to develop their career in a dynamic head office environment, reporting to both the CFO and COO.

**Key responsibilities of this role include:**

- **COO administration support**
- **Supporting company secretarial, legal and property management activities**
- **Coordination of corporate meetings and events**
- **Report preparation**
- **Document administration**
- **General administrative duties**

**The successful candidate will have:**

- Impeccable written and verbal communication
- Intermediate computer skills
- Outstanding ability to prioritise and multi-task
- An energetic, flexible and pro-active approach to work
- Good time management skills
- Attention to detail
- A strong academic background

If you believe you have the necessary skills and experience, register your interest with Kimberly Dobinson, Fielders Australia, 5 - 17 Taminga Street, Regency Park SA 5010, fax. No. (08) 8244 4518 or email [kdobinson@fielders.com.au](mailto:kdobinson@fielders.com.au) by close of business on Monday 8<sup>th</sup> September 2008.