



ADVERT – CORPORATE RECEPTIONIST

THE OPPORTUNITY

Place Design Group has a permanent role available for a Corporate Receptionist to join our team based in our Brisbane head office.

If you have a minimum of 2 years' experience within a reception/general administration role and exceptional communication and organisational skills, then this is the role for you!

WHO WE ARE

Place Design Group is a leader in planning and design with a reputation for delivering creative solutions that are commercially focused, diverse in character and aesthetics, and unique to site.

Australian owned and managed, our teams throughout Australia, China and South East Asia are dedicated to creating great places through service excellence, inspired leadership, and innovation.

Our people make the difference, and we pride ourselves on a diverse, authentic and innovative culture that allows our teams to grow and progress thorough a challenging, collaborative and supportive team environment.

ABOUT THE ROLE

This role is responsible for the day-to-day and covering reception for our Brisbane office. The successful candidate will manage the role in a professional and efficient manner, reflecting and enhancing the company's reputation.

Your duties will include:

- Welcoming visitors
- Answering all incoming calls
- Maintain presentable reception area and office
- Meeting room management
- Maintain internal customer databases
- Provide adhoc administration support to the Operations and Marketing teams
- Receive and distribute incoming mail, and document management
- Book and manage travel arrangements
- Stationary supply management
- Coordination petty cash and cab charges
- Assisting with organising internal events and functions

Essential Experience:

- Minimum of 2 years' experience within a reception/general administration role
- Proficiency with MS Outlook & MS Office Programs
- Exceptional organisational and time management skills
- The ability to work under pressure and multi-task
- The ability to problem solve, providing fast and effective solutions.
- The ability to work autonomously and within a team
- Exceptional organisational and time management skills
- Current drivers licence required

To apply please send your cover letter and CV to careers@placedesigngroup.com

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creating great places

Australia
China
South East Asia