



# STUDIO SUPPORT

## ARE YOU

- keen to apply your strong administrative abilities in a creative, design-focused environment?
- highly organised and motivated by multi-tasking?
- Skilled in communication and customer service?

Then this role is for you!

We are seeking a dynamic individual to provide administrative support to our Brisbane and Sydney offices. This permanent, part-time role will leverage your skills in administration, facilities management, reception, and technology.

## HIGHLIGHTS OF THIS BUSY ROLE ARE

- a wide range of administrative and project support activities including database maintenance,
- management of office facilities, maintenance of supplies, coordination of mail and deliveries and reception tasks, and
- assistance with IT and equipment (workstations, printers and other office equipment)

## SKILLS AND ABILITIES

We are looking for someone with:

- strong time management skills to prioritise tasks and handle multiple responsibilities
- effective communication skills and a strong customer service focus
- the ability to cope with constant interruptions and to multi-task
- professional presentation and manner
- good understanding of technology - both hardware and software

## EXPERIENCE

Two to three years' experience in a similar role preferred, though not essential - we are also keen to hear from those who have recently completed a Cert III in Business and who are enthusiastic and resourceful!

## APPLY

If you are motivated by being part of a creative company, and available to start early in 2025, please send your application to Faye Holmes [fayeh@fultontrotter.com.au](mailto:fayeh@fultontrotter.com.au)

**Please include a cover letter letting us know a little bit about you and what you might bring to the role.**

