

Huon

Administration assistant - permanent part time position

Huon is a civil construction company operating in the ACT and NSW across a wide range of projects for government and private sector clients. We are solutions oriented and strive for excellence in our people and customer relationships.

Our Fyshwick office now seeks a mature person able to work around thirty hours a week, Monday to Friday. Tasks vary widely & include accounts processing, computer data entry, field support, procurement, reception duties and generally assisting management.

Visit our website at <http://www.huon.net.au/> for company information or call Russell on 0417 214249 to discuss the role. Email applications and a current CV to Huon Management Services at russell@huon.net.au by 22nd April 2008.