



Chadwick Personnel has access to a broad selection of candidates within the administration, accounts and operations fields and has developed a strong reputation for providing exceptional staff.

We have become specialists in this area and are proud to announce the launch of our **Chadwicks' Office Elite** newsletter, specifically targeted towards companies who may be on the look out for new talent within this competitive market.

Keep an eye on our list of new talent. You definitely don't want them working for your competitors!

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1st EDITION

CHADWICKS' OFFICE ELITE

TEAM ASSISTANT/PERSONAL ASSISTANT

\$44K + Super

This highly motivated, proactive and passionate candidate has a solid administration background of 3 years, complimented with a Diploma in Business. With advanced skills in MS Word, intermediate skills in Excel and an accurate typing speed of 57wpm, coupled with corporate presentation, this candidate is well suited to PA or Team Assistant roles, within any industry. Able to travel to the CBD, City Fringe and North Sydney locations and available to commence work immediately.

ADMINISTRATOR/CREATIVE

\$40K + Super

With a vast array of creative, accounts and administrative experience, this candidate is well suited to a creative office environment. A Bachelor of Design (Honours) Degree, advanced skills in MS Word and Excel and a typing speed of 51wpm, will enable this candidate to take on a variety packed role in a second. Professional and passionate with an enthusiastic attitude, this candidate would be a great contributor within any creative organisation based in the CBD, Inner West or South Sydney areas.

PERSONAL ASSISTANT/ADMINISTRATION MANAGER

\$60-65K + Super

This determined and corporately presented candidate, who has more than a decade of office based experience at a managerial and support level, is looking for a PA/EA or Office Management role where they can utilise their extensive skills. Combining a wealth of experience in Office Management, administration, client relationship management and small business accounts, this candidate is extremely talented with a great attitude and is available to work in the CBD or Eastern Suburbs of Sydney.

PART-TIME ADMINISTRATOR (2-3 DAYS P/WEEK)

\$20 Per Hour + Super

With superb corporate presentation and an enthusiastic attitude, this exceptional candidate has developed strong administration and customer service skills from within a high-end retail environment. Personable and professional, this candidate loves to use their initiative and be efficient in completing set tasks and goals. With personality plus, your clients will love dealing with this candidate! Willing to travel to the CBD, North Shore and Northern Beaches.

ADMINISTRATOR/HR GRADUATE

\$45K + Super

If you're looking for a bubbly and enthusiastic candidate, this one is a winner! With a stable background in Administration and Customer Service this candidate is looking for a PA or Business Administration role where they can expand their business skills and knowledge gained through their Bachelor of Arts/Commerce – HR Management qualifications. This candidate thrives on achieving and exceeding set goals.

TEMPORARY ADMINISTRATOR (LONG-TERM ASSIGNMENTS)

With over 15 years solid experience working as an Administrator, both locally and in the UK, across a vast array of industries, this candidate has the ability to fit into any office. Articulate with immaculate presentation and a 'sunshine' personality, many organisations will benefit from an Administrator with such an upbeat attitude. Willing to travel to CBD, Northern beaches and North Shore areas.



**CHADWICK PERSONNEL ALSO HAS
ACCESS TO THE FOLLOWING CANDIDATES:**

- SALES - RETAIL & WHOLESALE
- LEGAL SECRETARIES
- MEDICAL OFFICE SUPPORT
- FASHION PRODUCTION & INDUSTRY SPECIFIC
- CA & CPA QUALIFIED
- CUSTOMER SERVICE & HELP DESK/IT SUPPORT
- MANAGEMENT & EXECUTIVE
- INTERSTATE
- TEMPORARY

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1st EDITION

RECEPTIONIST

\$48K + Super

With over 8 years solid administration experience across an array of industries including cosmetics, plastic surgery and construction this immaculately presented and determined individual is looking to grow with their next employer and use their great organisational skills. With strong communication skills, this candidate is bilingual and fluent in both English and Russian. This candidate has also completed a Diploma in Visual Arts and lends themselves to a more creative work environment.

OFFICE JUNIOR

\$26K + Super

This confident, responsible and organised individual has a bubbly attitude and is in the process of completing their Diploma of Journalism. This dynamic candidate is open to industry and looking to start their career with an organisation that can put their excellent communication skills to good use. Also having completed a Certificate II in Business Administration and Management during their HSC, this candidate is very impressive!

MARKETING CO-ORDINATOR

\$60K + Super (Negotiable)

This top candidate has over 5 years of marketing experience within SME, across a broad range of industries and a Diploma in Business (Marketing). With a great trendy, corporate look and a down to Earth personality, this candidate can definitely add value. Looking for roles within the Western Sydney area.

MARKETING CO-ORDINATOR

\$60K + Super

This candidate has progressed into a Marketing Co-ordinator role, whilst employed for 3 years by a leading Australian bank. Having completing a Bachelor of Commerce (Marketing & Demography) in 2006, this candidate is keen to take their skills and knowledge to the next level. With impeccable presentation and a lively personality this candidate is committed and determined to achieve goals and welcomes any challenges that come their way.

ACCOUNTS RECEIVABLE CLERK

\$47K + Super

With over 30 years experience across operations, AR & AP, Payroll and accounts administration and currently focusing on receivables, this candidate has averaged 6 years with any one employer. A strong, proud administrator, with a good old fashioned work ethic, this candidate will be an asset to any accounting department. Looking for work on the Northern Beaches or Lower North Shore.

ASSISTANT ACCOUNTANT

\$45K + Super

Highly motivated and energetic, this candidate has over 7 years solid experience in both public and commercial accounting. They have completed a Bachelor of Business Degree majoring in Accounting and secondary education within Australia. Experienced in using Handy Tax, Solution 6 and MYOB and with excellent organisational and communication skills this candidate is capable and versatile. Willing to travel to the CBD, North Shore, Inner West and Southern suburbs of Sydney.

**CHADWICKS'
OFFICE ELITE**