

POSITION VACANT - CASUAL



JUNIOR OFFICE ADMINISTRATOR

Due to my heavy workload, I am looking for a junior administrator, ideally high school student, who is a go getter and self-motivated. This person will be good at their school work, organised and have a good attention to detail. This person is initially required 2.5 hours a week; likely one afternoon (not a Wednesday or Friday), perhaps after school. This will be in my home office at Victoria Point.

Their duties will be:

- Data entry & database work
- Filing & archiving
- Research
- Sorting and organising
- Additional (more interesting and advanced) duties may be offered for the right person after they have demonstrated they can handle the simple stuff.

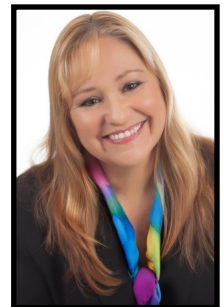
The advantages of working for Stone Business Coaching:

- No experience required; just a great attitude and work ethic
- Donna is an experienced employer; 20 years employing, including juniors
- I provide a WH&S friendly environment
- You will be provided training, and later can connect you with the right people for work or career progress. Traditionally my staff are often approached /poached; I have a reputation for grooming great people.
- It will be far more interesting (and skill advancing) than 'flipping burgers'.

Now here is the catch. I do not want to employ someone directly. I am looking for a labour hire arrangement, so the person would be employed by say their parent's business entity and that business would charge me for their time. That charge would be higher than a normal hourly rate, as it will include super, WorkCover and any leave which might be accrued, plus GST. If you know of anyone who may be interested in this job under the labour hire arrangement, please have them contact me at donna@donna-stone.com.au or 0411 622 666. Thanks!

Donna Stone
Business Consultant

Adv Dip Acct'g, Cert IV AWT, AIMM, AIPA, ILPM



Donna Stone

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