



Suite 202, Level 2
14 Lexington Drive, Bella Vista
NSW 2153, Australia

Tel: +612 8908 5100
Email: info@kal.com

Part -Time Office Administrator

Salary: Competitive

Location: Bella Vista, Sydney, Australia

About KAL

We are a fast-growing, privately-held technology company based in Scotland, which is leading the market for bank ATM software solutions. We currently have offices in Edinburgh, Sydney, Bucharest, Amsterdam, Istanbul, Chennai, Mumbai, Dublin, Verona and Mexico City, which demonstrates our exciting and truly international presence. We offer flexible working hours and other great employee benefits.

Job Summary

This is a part-time position with immediate start in a small, closely-knit team and is based in KAL's office in Bella Vista, Sydney, Australia. The role would be suited to someone with a positive 'can do' attitude who is also a flexible problem solver willing to take on any task: from overseeing the day-to-day activities of the office to assisting with marketing, compliance, HR and sales related activities.

This vacancy may be suitable for someone with family commitments or someone simply looking to supplement their monthly income.

Skills and Abilities

- College degree is preferred, but not essential
- Experience in office or general administration is desirable
- Strong communication skills, both written and verbal, is essential
- Good understanding of the full range of Microsoft Office Suite, especially Word, Excel and Outlook
- Ability to work to agreed deadlines
- Must be fluent in English as our working language is English, other languages are desirable
- Must have a work permit and the right to work and reside in Australia

Core responsibilities

- Main point of contact for maintenance, mailing, shipping, supplies, equipment, bills and errands
- Managing reception, answering the telephone and assisting visitors
- Arranging travel for various team members, both in the US and internationally
- Providing administrative support to marketing, sales, compliance and HR as and when required
- Supporting senior team members with schedules and meeting requests
- Assisting in the planning of in-house and/or off-site activities/events

To apply, please send your CV and your salary expectations, to recruitment@kal.com