

# Administration Staff

NORTEC Labour Hire have experienced, ready to start workers to assist your office and reception needs – for short term or ongoing staffing requirements!

**Temporary admin staff** can assist your business when:

## **One of your employees is on leave**

*Where a position is vacant due to annual/sick leave or other absences.*

## **The usual employee has left a position creating a vacancy until permanently filled**

*Where the permanent vacancy is underway for recruitment and selection, temporary staffing can assist with maintaining the position.*

## **An increased demand in general work requirements**

*Additional temporary staff can assist with busy financial, stock take, tender response or other periodical demands such as archiving.*

## **Probationary periods for new staff**

*Temporary staff are quite often suited to permanent positions that become available, and whilst there is often a Selection Criteria to meet – it is great to observe these potential candidates in the work situation.*

## **Testing a need for additional permanent labour**

*Where new budgets allow for additional permanent staff, however time distribution for that position needs to be trialed – temporary staffing will allow to check viability of new positions and confirming position descriptions.*

NORTEC Labour Hire have appropriate software testing to ensure our workers have high skills in the application of (where required):

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft Access
- Microsoft Powerpoint
- Typing Speed
- Data Entry Speed



All of our workers are screened and reference-checked prior to commencement of work. Suitable candidates will be sourced in accordance with your description, and with the intent of carrying out that work.

For more information call-

**1800 NORTEC**

**07 5524 1222**

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[www.nortecld.com.au](http://www.nortecld.com.au)

