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## Clerk Executive job in Australia with Work Visa Guide

### Job Location

Australia

Remote work from: Australia

### Base Salary

USD 3,000 - USD 3,800

### Qualifications

Graduate Pass

### Employment Type

Full time  
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### Description

**Job Position:** Hotel Management Clerk Executive

**Company Name:** Pacific Horizon Hospitality Group

**Base Salary:** \$3,000 – \$3,800 USD Monthly

**Qualifications:** Graduate Pass

**Experience:** 1-2 years in administrative support or clerical work

### Hiring organization

Pacific Horizon Hospitality Group

### Date posted

November 27, 2025

### Valid through

24.06.2026

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**Skills:** Strong communication skills, Attention to detail, Proficiency in Microsoft Office Suite, Exceptional organisational ability, Reliability, Time management, Willingness to complete training, Problem-solving skills, Basic bookkeeping knowledge, Customer service orientation.

**Responsibilities:** Managing correspondence, Maintaining accurate records and databases, Assisting with front office administrative tasks, Supporting the executive team with scheduling and reporting, Processing invoices and expense reports.

**Description:**

Pacific Horizon Hospitality Group is seeking a dedicated and detail-oriented Clerk Executive to join our team in Australia. This role is ideal for entry-level or modestly experienced candidates who are eager to build a long-term career in the vibrant Australian hotel industry. You will be a key player in ensuring the smooth administrative operation of our hotel, providing vital support to management and contributing to overall guest satisfaction.

We believe in supporting talented individuals from around the world to join our team. We understand that securing the right to work in Australia is a critical step for international candidates.

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