

<https://jobsleworld.com/jobs/office-worker-staff-job-in-australia-wesfarmers-careers/>

Office Worker Staff

Job Location

Australia

Remote work from: GE; USA; AU; NZ; DK; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; QA; MA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 50,000 - USD 60,000

Qualifications

High School, 10th, 12th Pass, Graduate Depends upon Position

Employment Type

Full-time, Part-time

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Hiring organization

Wesfarmers

Date posted

December 25, 2024

Valid through

31.07.2025

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Description

Office Worker Staff Jobs in Australia – Wesfarmers Careers

Summary Overview:

- **Positions:** Office Worker Staff
- **Location:** Different cities and locales in Australia
- **Job Type:** Full Time, Part Time, or Work from Home
- **Experience:** Freshers or Experienced
- **Knowledge Required:** Office Management, Communication, Microsoft Office
- **Age Requirement:** 18 years and above
- **Salary:** \$50,000 – \$60,000 per month (AUD)

About the Job

Wesfarmers is looking for dedicated **Office Worker Staff** to join our team in Australia. As an office worker, your role will be essential to keeping the office running smoothly. You will help with various office tasks, support staff, and contribute to the efficiency of our operations. If you're someone who enjoys working in a structured, dynamic environment and is looking for a stable job with room for growth, this position might be perfect for you.

This job is open to applicants from Australia, and we also offer free visa sponsorship for international applicants.

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While we prefer candidates from within Australia, those applying from abroad are still encouraged to apply and can take advantage of visa sponsorship and relocation assistance if selected.

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Key Responsibilities

As an **Office Worker Staff**, you will take on a variety of tasks to help support the team. Your responsibilities will include:

- **Administrative Support:** Assist with filing, data entry, and organizing office documents. Keep records up to date and ensure that they are easily accessible.
- **Customer Service:** Greet visitors and answer phone calls. Provide basic information about the company and direct inquiries to the right departments.
- **Office Supplies:** Keep track of office supplies and make sure they are replenished on time.
- **Schedule Management:** Help coordinate meetings and appointments for

staff and senior management. Ensure meeting rooms are reserved and prepared.

- **Communication:** Handle correspondence through email and mail. Prepare documents and presentations for meetings.
- **Team Support:** Provide general assistance to various departments and help with ad-hoc tasks as needed.

Requirements

To apply for the **Office Worker Staff** position, you need to meet the following requirements:

- **Education:** A high school diploma or equivalent. A college degree is a plus but not required.
- **Experience:** Freshers and experienced candidates are both welcome to apply. Previous office experience or internships can be an advantage.
- **Skills:**
 - Good organizational skills and attention to detail.
 - Proficient in Microsoft Office tools (Word, Excel, PowerPoint).
 - Strong communication skills, both verbal and written.
 - Ability to work independently and as part of a team.
 - Good time management and multitasking skills.
- **Language:** English proficiency is required.

Candidates from Australia will be given priority. However, international applicants who meet the criteria can still apply and may be eligible for visa sponsorship.

Visa Sponsorship Jobs 2024

- [Free Visa Sponsorship Jobs 2024 Apply Now Here.](#)

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Benefits

At Wesfarmers, we believe in offering competitive benefits to our employees. If you join our team as an **Office Worker Staff**, you can expect the following benefits:

- **Salary:** A competitive monthly salary ranging from \$50,000 to \$60,000 AUD, depending on your experience.
- **Health Insurance:** Comprehensive health insurance coverage for you and

your family.

- **Paid Leave:** Paid annual leave, sick leave, and public holidays.
- **Work-Life Balance:** Flexible work hours, with options to work from home depending on the role and location.
- **Career Development:** Opportunities for professional growth with training and development programs to help you advance in your career.
- **Employee Discounts:** Enjoy discounts at Wesfarmers stores and other affiliated businesses.
- **Retirement Plan:** Contributions to superannuation (pension fund) to help secure your future.
- **Friendly Environment:** A supportive work culture where your ideas and contributions are valued.

How to Apply

To apply for the **Office Worker Staff** role at Wesfarmers, follow these simple steps:

1. **Submit your application** through the official Wesfarmers careers website.
2. Include your **updated resume**, ensuring you highlight any relevant experience or skills.
3. Write a brief **cover letter** explaining why you would be a great fit for the role.

If you are applying from outside Australia, be sure to include details of your visa status and any required documentation. If selected, Wesfarmers will assist with the visa sponsorship and relocation process.

Applications must be submitted through the official Wesfarmers website. We do not accept applications through third-party platforms.

More Jobs to Apply:

If you're interested in exploring more opportunities, Wesfarmers offers a wide range of positions across different departments. You can check out other job openings in Australia and apply today.

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Additional Information

Location:

- Sydney
- Melbourne
- Brisbane
- Perth
- Adelaide

Salary: \$50,000 – \$60,000 AUD per month

At Wesfarmers, we are committed to building a diverse and inclusive workforce. We encourage all individuals, regardless of their background, to apply for our positions. Whether you are a fresher or an experienced professional, you will find opportunities to grow and succeed with us.

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