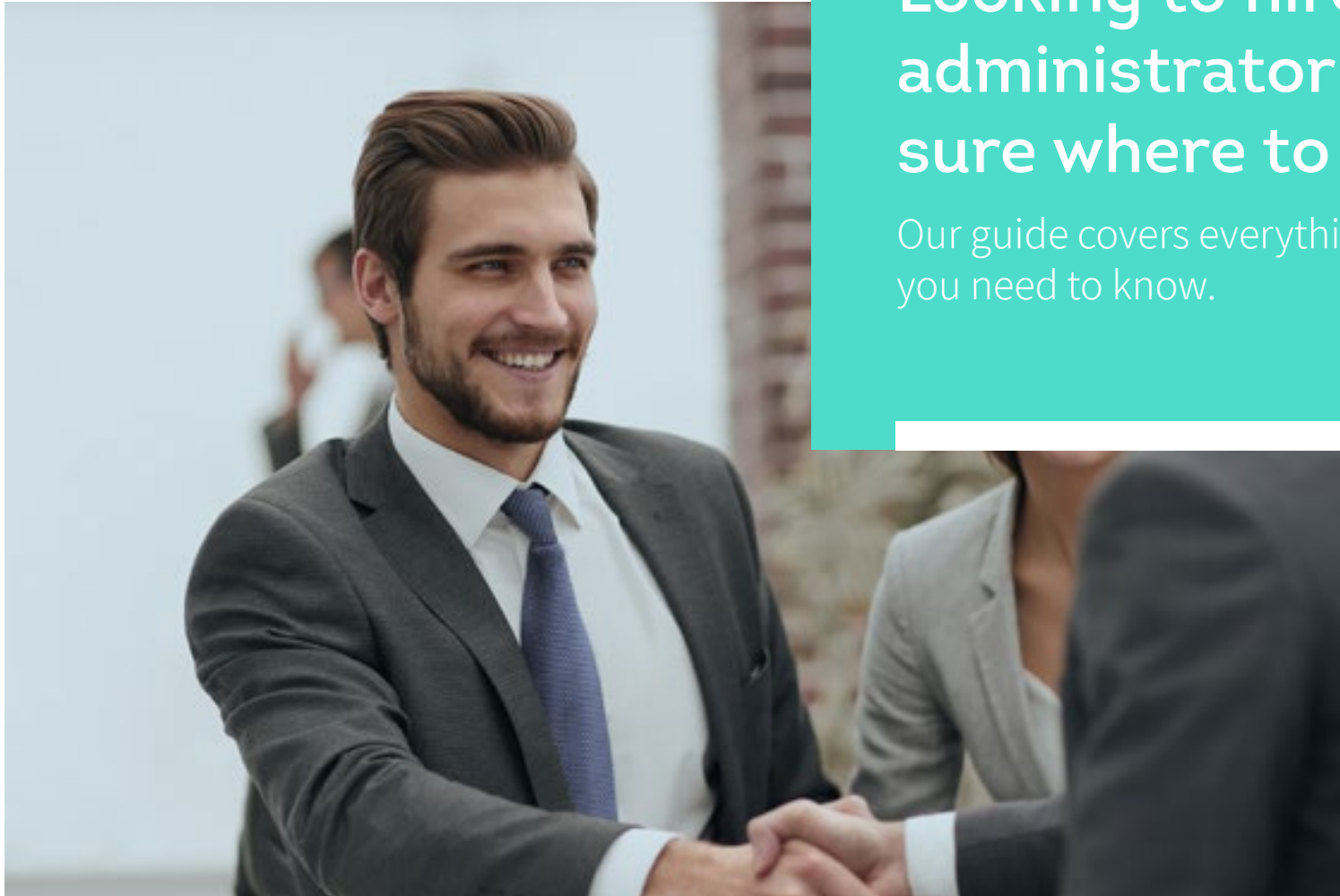




The Ultimate Guide to
**Hiring an Office
Administrator**

weploy[™]



Looking to hire an office administrator but aren't sure where to start?

Our guide covers everything you need to know.

Why hire an office administrator?

Too often, businesses delay hiring an office administrator because they consider them a luxury...

The truth is hiring an office administrator can make your business more efficient and help to drive growth. How? By providing administrative support they can make your business more organised and free up time for you and your team to focus on the bigger picture.



What kinds of office administrative roles exist?

Office administration spans a range of roles with different levels of experience and education. Examples of office administrative jobs include...

Personal assistant

Provides one-on-one administrative and general support to a business executive or, a senior employee, such as business owner.

Team administrative assistant

Provides administrative and general support to a team within the business.

Records administrator

Oversees the creation, management and maintenance of a business's information.

Office assistant

Provides administrative support to the office manager and general team.

Office manager

Delegates and oversees a range of clerical and administrative tasks to ensure the smooth running of the office.

Administration assistant

Provides administrative and general support to the office.

Receptionist

Oversees reception, including answering and redirecting phone calls and greeting visitors.

Secretary

Provides administrative and clerical support to executive staff, such as the CEO, including the production and management of documents.

Quite often, depending on the size and nature of the business, the role may bring together two related functions, for example, a receptionist and office assistant.

What key skills do office administrators require?

Some of the core skills required for office administrator roles include:



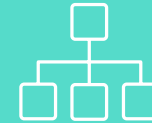
Excellent communication and interpersonal skills.



A business administration qualification.



A sound knowledge of Microsoft Office and related administrative software programs.



Being highly organised with the ability to multi-task and meet deadlines.



Strong customer service and time-management skills.

[Learn more](#)

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What kind of tasks do office administrators oversee?

Office administrative roles are generally dictated by the needs of the business and the specific title of the job. As such, tasks can differ between roles. For example, the role of a receptionist at a PR firm will vary to that of an office manager in a law firm.

COMMON JOB RESPONSIBILITIES MAY INCLUDE

- Archiving and maintenance of records.
- General office management and administrative tasks, such as the ordering of office supplies, banking, post, and booking couriers.
- Overseeing the planning of office activities, for example, business events and team social functions.
- Providing further support to specific managers or teams, such as accounts, customer service and HR.
- Overseeing reception and answering phone calls for the office, senior management or CEO.
- Management of a team or an executive's calendar and diary, such as the scheduling of meetings and making travel arrangements.
- Data entry and processing.
- Managing correspondence (i.e. email, post) and documents for the office and/or CEO.

How much time are you and your team currently spending on tasks like these?

Do I need a part-time or full-time office administrator?



There are a few key factors to consider in deciding if you need a part-time or full-time office administrator. These include...

The needs of your business

Look at the needs of your business. What do you hope to achieve through hiring an office administrator? Is a part-time employee enough to address these needs sufficiently?

For a busy digital agency whose team is always short on time, a full-timer may be the best fit. While a part-time morning receptionist may work for a business with a high frequency of calls in the first half of the day.

The nature of the role

Put together an overview of the role you want to fill. What level of experience will they need? What salary range are you looking to offer?

Consider that an office administrator with many years of experience may be able to do the role in a part-time capacity, while a junior employee with less experience may need more time to get it done.

The business's potential for growth

If your business is growing, an office administrator can be a vital part of enabling this. While a full-time office administrator may be the right fit for some, starting with a part-timer and scaling it up into a full-time role over time may be another cost-effective alternative.



How do I hire an office administrator?

There are three main ways to hire an office administrator.

The first is to pay to for an advert on the many job boards in Australia and then review and interview the applicants, hoping one might be the right fit. All of this can take upwards of a month and is very time intensive so if you're busy and want someone in quickly this may not be the best option.

The second is to use an agency, but this still means having to spend time explaining the role to a recruiter, waiting for the agency to send through CVs and again interviewing a batch of applicants. So not only does this not save you much time, you are liable for the recruiter's margin that is often not clearly communicated, especially for temporary staff.

The better way to hire administration staff is to use Weploy.

Weploy are an on-demand staffing platform that gives you direct access to pre-vetted quality workers. There are no hidden fees, just log on to the platform, enter the job description and click send. As we do all the interviewing and assessments for you, you don't have to take time out of your day for any of the admin involved in recruitment. We are so sure of our vetting process we offer a quality guarantee – if you feel the Weployee is not the right fit for your company, we will replace them for free.

You can hire administration staff for as little as four hours to help with a few tasks or a longer-term contract up to six months. You're in control, giving you the flexibility to match your staffing needs with business priorities.



Quality

Consistent quality assured with a six stage vetting process.



Simplicity

Hiring at your fingertips - instant access with no agency headaches.



Transparency

No hidden costs with one dashboard to track and control all spend.



Speed

Post a job in under a minute. Average time to fill a role is 11 seconds.



Compliance

Built for business - All workers fair work and legal complaint



Productivity

Scale hiring needs with business priorities

How much will an office administrator cost me?

When you hire an office administrator through Weploy you can be confident there are no hidden fees and the rate is always the same. This consistency allows business leaders to better budget and as Weploy is on-demand, you only pay for the hours your Weployee works.

Say goodbye to asking about salary expectations, every office administration Weployee you hire is charged at the same rate of \$41.24* + GST per hour.

* Based in NSW

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