



Need permanent or temporary staff in Office/Admin or Industrial/Warehouse? Exact Recruitment can help!

We would like to introduce the newest member of our Mascot team – Casey Jenkins.

Casey looks after the Office Temporary Division and can assist in finding you casual staff from 4 hours to 4 years!! At Exact, our recruitment services cater to your needs and business objectives to offer you the freedom of total flexibility.

We have profiled two of our outstanding temps who are currently available and waiting for work.

In addition to these two candidates Casey can provide temporary help across all of the following areas:

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|--------------------|-------------------------|
| Reception | Word Processing |
| Secretarial | Customer Service |
| Data Entry | Accounts |

For further information, including our latest Rate Card, please do not hesitate to contact Casey Jenkins at the Mascot branch on 8338 0500.

Elizabeth

Elizabeth comes to Exact with a solid background in Accounts/Bookkeeping and Customer Service. Elizabeth has worked in the Import/Export Industry for Homewares and Sporting Accessories. She has strong accounts experience, focusing on payables, receivables, reconciliations and general ledger to trail balance. Elizabeth was also exposed to a high degree of customer service whilst in this role.

Elizabeth is looking for work 2-3 days per week, has access to a car, and is available to start work immediately.

Alice

Alice is a lovely American girl who comes to Exact with a background in Customer Service and Reception in the USA, having worked in communications. Alice has decided to go on a working holiday and has a 1 year working visa.

Alice would like to take on a Reception/Administration role, she has experience on the Apple Mac, in Excel, PowerPoint and QuickBooks, and a typing speed of 46wpm. We can highly recommend Alice as a strong candidate for an office support role. Alice is available to start work immediately.