

Attention to detail

CAREER ADVICE From Queensland's leading recruitment consultants

Name: Suzie Majer
Recruitment Agency:
Majer Recruitment
My role: Director/
consultant
Specialist industry:
Administration human
resources.



Suzie Majer.

- **Types of positions available:** These range from receptionists to human resources managers.
- **Average starting salary:** Anywhere from \$30,000 to over \$80,000.
- **What professional attributes do employees need to succeed in this industry?** Strong interpersonal and

relationship management skills, attention to detail, creativity, practicality, commerciality and technical knowledge.

- **Are there any required/desired qualifications?** Not generally for administration though most definitely for human resources.
- **What personality traits do you most find in**

successful people?

Commitment, resilience, enthusiasm and maturity.

- **Are there work experience opportunities available in this field?** Yes. It depends on the company and its size. Duties performed might include uploading candidate information on to databases, spreadsheet work and some basic administrative tasks. These candidates might also work on a particular project if it was for a longer period of time.

• What is the best advice you could give job seekers?

Know what you want and be flexible to get into the right company. Focus on career progression, training and development opportunities as well as salary package. You spend so much time at work that the working environment and the culture is very important.