

GOVERNMENT SHARED SERVICES



YVONNE KING

EXECUTIVE ASSISTANT

Level 27, 101 Collins Street
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GovSS.com.au

Professional Experience

Yvonne has extensive experience in customer service, building administration and executive assistant roles. Yvonne provides a highly professional and dedicated approach to her work, with a great eye for detail and excellent interpersonal skills.

Skills

- Experienced building administrative professional
- Excellent interpersonal and customer service skills
- Strong verbal and written communication skills
- Ability to relate to, and empathise with people on all levels
- Ability to quickly learn and master new concepts and programs
- Professional, dedicated approach to her work
- Experienced in processing building permits and providing administration support to company staff
- Proficient in the use of Greenlight building software
- Effective set up of business processes and procedures
- Experienced in payroll and accounts payable
- Practised in tender and grant applications
- Knowledgeable on the building industry
- Efficient in preparing documents and reports

