

Admin Coordinator

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 1,100 - USD 2,800

Qualifications

No formal education required.

Employment Type

Full-time

Hiring organization

Telstra

Date posted

February 20, 2025

Valid through

31.08.2025

APPLY NOW

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Description

Admin Coordinator Jobs in Australia – Telstra Careers

Are you looking for **Admin Coordinator jobs in Australia** with **free visa sponsorship**? Telstra, one of Australia's leading telecommunications companies, is hiring **Admin Coordinators** across the country. If you're looking for **office jobs**, **work visa jobs**, or **jobs hiring near me**, this could be a great opportunity for you.

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Telstra Admin Coordinator Jobs in Australia

Company: Telstra

Position: Admin Coordinator

Location: Multiple Locations in Australia (Sydney, Melbourne, Brisbane, Perth, and more)

Telstra Careers – Apply Online

Details	Information
Selection Process	Online Application, Interview, Basic Skill Test
Qualification	High School Diploma or Equivalent
Skills	Data Entry, Organization, MS Office, Time Management
Eligibility Criteria	Minimum Age: 18 years
Salary	AUD 55,000-70,000 per year + Benefits
Experience	Freshers & Experienced Candidates Welcome
Apply Method	Online Application
Application Medium	Official Telstra Careers Website
Last Date to Apply	As soon as possible
Working Hours	Full-time, Monday to Friday

Job Description

Telstra is hiring **Admin Coordinators** across Australia to support office operations, manage schedules, and handle administrative tasks. This is a great opportunity for individuals looking for **office jobs**, **visa sponsorship jobs**, or **administrative careers** in Australia.

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Responsibilities

- Handle office administrative tasks, including scheduling and document management.
- Support teams by managing emails, reports, and internal communication.
- Coordinate meetings and appointments for executives.
- Assist in preparing presentations and office documentation.
- Maintain records, data entry, and ensure files are up to date.
- Work with different teams to improve office workflow and efficiency.
- Follow company policies and assist in HR-related tasks when needed.

Skills

- Strong organizational and multitasking skills.
- Proficiency in MS Office (Word, Excel, Outlook).
- Good communication and problem-solving skills.
- Ability to work under deadlines and handle multiple tasks.
- Basic knowledge of administrative procedures.

Qualifications

- High school diploma or equivalent required.
- Bachelor's degree in Business Administration (preferred but not mandatory).

Experience

- Freshers and experienced candidates are welcome to apply.

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Apply now to join Telstra as an **Admin Coordinator** in Australia. Whether you're searching for **visa sponsorship jobs**, **office jobs hiring near me**, or **full-time administrative roles**, this is an excellent opportunity. Submit your application today.

Important Links

Find the Link in [Apply Now](#)

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