



<https://jobsareahub.com/job/secretary-jobs-in-australia-commonwealth-bank-careers/>

Secretary Worker

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 18,00 - USD 2,900

Qualifications

Hiring organization

Commonwealth Bank

Date posted

February 6, 2025

Valid through

31.08.2025

APPLY NOW

No formal education is required.

Employment Type

Full-time

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Description

Secretary Jobs in Australia – Commonwealth Bank Careers

Are you looking for **secretary jobs in Australia** with **free visa sponsorship**? Commonwealth Bank, one of Australia's largest financial institutions, is hiring **secretary workers** for various office locations. This is a great opportunity for those searching for **work visa jobs**, **jobs hiring near me**, or **full-time administrative jobs** in Australia.

Commonwealth Bank Secretary Jobs in Australia

Company: Commonwealth Bank

Position: Secretary

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

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Commonwealth Bank Careers – Apply Online

Details	Information
Selection Process	Online Application, Interview, Skills Assessment
Qualification	High School Diploma, Diploma in Administration
Skills	Typing, communication, time management
Eligibility Criteria	Minimum Age: 18 years
Salary	AUD 4,500 – 6,500 per month
Experience	Both Freshers and Experienced candidates can Apply
Apply Method	Online Application
Application Medium	Official Commonwealth Bank Careers Website
Last Date to Apply	As soon as possible
Working Hours	Full-time and part-time shifts available

Job Description

Commonwealth Bank is hiring **secretary workers** to support administrative and office tasks in its branches. This is an excellent job for individuals looking for **visa sponsorship jobs**, **jobs hiring near me**, or **office-based jobs** in Australia. The role involves managing office schedules, handling communication, and assisting executives.

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Responsibilities

- Manage appointments and office schedules.
- Handle phone calls, emails, and office correspondence.
- Prepare reports, meeting notes, and presentations.
- Maintain office records and document management systems.
- Assist executives with administrative support.
- Organize meetings and make travel arrangements.

Skills

- Strong communication and organizational skills.
- Ability to type and use office software (MS Office, Google Docs).
- Attention to detail and time management skills.
- Ability to multitask and prioritize workload.
- Professionalism and confidentiality in handling office matters.

Qualifications

- High School Diploma or Diploma in Business Administration.
- Certification in Office Management (preferred but not required).
- Willingness to work flexible shifts if needed.

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Experience

- Freshers with relevant skills can apply.
- Experienced secretaries will be given preference.

Apply now to join Commonwealth Bank as a **secretary worker** in Australia. Whether you're seeking **visa sponsorship jobs**, **full-time office jobs**, or **administrative careers**, this is an excellent opportunity. Submit your application

Important Links

Find the Link in [Apply Now](#)

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