



**MillsResources**

Bringing Great People Together

## BUSINESS SERVICES DIVISION

At Mills Resources, we understand the range of service and support roles required for sustainable business success. With an extensive national network comprising high quality candidates and businesses from all industries, we can tap into the best people to enhance your team and service offerings.

Permanent, contract and temporary staff are extensively screened, interviewed, reference checked and presented with cultural fit our first priority every time.

Our responsive and flexible temporary recruitment service assures you of quick turn around times and the satisfaction that our all inclusive service fee covers compliance with appropriate award conditions, superannuation, payroll tax, workers' compensation, insurances and payroll administration.

### Areas of expertise

- General Managers
- HR Managers/Advisors
- HR Assistants
- Executive Assistants
- Receptionists
- Personal Assistants
- Safety Officers
- OHS Officers
- Business Development
- Team Secretaries
- Office Managers
- Data Entry
- Sales Executives
- Marketing Managers
- Finance/Accounting
- Customer Service
- Help Desk
- Project Secretaries
- Project Administration
- FIFO Administration
- Travel Coordinators
- Document Controllers
- Procurement
- Medical Receptionists

### Let us help you build a great team today

#### **BUSINESS SERVICES DIVISION**

P: 0411 087 533

E: [robyn.noesen@millsresources.com.au](mailto:robyn.noesen@millsresources.com.au)

W: [millsresources.com.au](http://millsresources.com.au)

Head Office 12/21 Roydhouse Street

Subiaco WA 6008

PO Box 369 Claremont WA 6910

ACN: 133 165 250 ABN: 72 133 165 250