



Livingstones

EMPLOYMENT • RELATIONSHIP • ADVISORS

action positive



Sue Hayes
Office Manager

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Sue is one of those rare individuals who thrive on organising, coordinating and putting effective processes in place on multiple fronts.

She is a natural office manager with a warm and engaging manner and an impressive background in

establishing effective systems and procedures from the ground up, then paying attention to all the right things to keep them on track. Sue has worked in a diverse range of organisations including information technology, pharmaceutical, resources and engineering firms.

She displays impeccable client service credentials and maintains a 'can do' attitude and a great sense of humour, regardless of what she is balancing at any given time.

Throughout her career, Sue has gathered extensive experience and an impressive set of skills specifically with respect to information technology, human resources, asset management, procurement, preparation of formal organisational correspondence and general administrative duties.

Sue has worked for a large international Information Technology research organisation where she managed IT Projects and the Help Desk for Australia and New Zealand. She was also responsible for Y2K compliance for the organisation and project managed timeframes and staffing for major annual events. Sue has an accomplished track record in software rollouts including staff training in Australian and international settings.

As well as Sue's role spanning all aspects of office management, it also covers coordination and oversight of the courses on offer as part of Livingstones Public Training Program. Livingstones Online Award Service is also coordinated by Sue, providing clients with easy access, up-to-date and user-friendly information and a large measure of confidence.

Sue also provides the Livingstones team with highly effective marketing support.

Qualifications and Memberships

Rehabilitation & Return to work Coordinator, JP{Qual} Queensland

“ Good systems and well managed procedures are the necessary starting point for building any healthy organisation. ”

Employment & Industrial Relations |

Human Resources & Relationships |

Organisational Advisors & Psychologists |