

Receptionist

Position Purpose and General Statement

The Administration Officer / Receptionist role is to ensure the smooth running of the front office for a public accounting and financial planning firm via reception duties and support to other staff.

Specific Accountabilities

- Manage enquiries - face to face, by telephone or electronically.
- Manage appointment diaries.
- Sound knowledge in Microsoft Office and various Industry Software. Experience in MYOB Accountants Enterprise Software desirable.
- Prepare documents from standard templates.
- Collect, sort and record daily inward & outward mail.
- Electronically update & lodge ATO forms & records.
- Maintain electronic data base using Industry Software.
- Ability to process invoices using Industry Software.
- Ability to compile newsletters & electronic presentations.
- General office administration duties.
- Other duties as directed by management.
- Assist Accountants as required.

Personal Specifications / Experience

- Enthusiastic, friendly & outgoing manner
- Sound verbal & written communication skills
- Ability to work well in a team with fluctuating workflows
- Strong organisational & time management skills
- Self-motivation, initiative & attention to detail

Required Skills / Qualifications

- Recognised Australian Qualifications in Administration essential. Certificate level proficiency and accuracy in typing essential.
- Demonstrated experience in administration/receptionist roles essential.
- Demonstrated ability in Microsoft Office software essential, particularly Word and Excel programs.
- Fluency in speaking & writing in English essential.

Hours

- Full time 38 hours per week, with Job Share considered.

Any enquiries in relation to this please phone David Power.

Applications close Sunday, 5 December 2021.

Please email your CV and referee details to admin@hicksadvisory.com.au