

Position Description

Administration Officer

Position Type: Permanent Part Time (20 – 30 hours per week)
Reports To: Directors

Summary:

An Administration Officer is required to facilitate general office administration including credit control and job initiation, ordering and stock control and data entry into accounting and administration systems. The successful applicant will also be required to manage staff timesheets and provide assistance in answering incoming calls as well as receiving and sending mail and accounts related e-mail.

Experience or qualifications are essential in the following areas:

- Interaction with clients for credit control and job initiation.
- Ordering and stock control.
- Knowledge of accounting principals and practices.
- Use of MYOB, QuickBooks or equivalent software.
- Use of Microsoft Office suite.
- Interaction with staff (chasing timesheets, job requirements etc).
- General office duties (paper filing, data entry, generation of reports).
- Phone, post and e-mail support and management.
- Maintaining customer data files.

Additional skills in the following areas are desirable:

- Updating of content on websites.
- Experience with bank reconciliations.
- Processing staff payroll.
- Preparation of BAS statements.

Desirable Personal Skills:

- Good interpersonal skills and commitment to customer service.
- Good personal presentation.
- Strong oral and written communication skills.
- Ability to set, manage and meet deadlines.
- Excellent organizational skills and ability to work on a number of tasks simultaneously.
- Ability to work efficiently independently and in a team environment.
- Ability to continually adapt and learn new methods and software packages.

Education and / or Experience:

Candidates should possess a suitable experience in office administration or a formal qualification in a field related to Administration or Accounting.

Physical Demands:

The physical demands described in this document are representative of the tasks that must be performed by an employee as essential functions of this job. As there will be the requirement in this position for the employee to attend various sites in the fulfillment of their role, it is essential that applicants hold a current Australian drivers license (not a learner's permit).

Application:

Please apply by sending a .pdf version of your resume with a covering note, along with any questions you may have, to Marek von Bertouch at recruiting@aegres.com. Applications close at 5pm on Friday 22nd January 2010.