



## **PDF ACCOUNTING**

### **Receptionist/Administration Assistant**

- *Permanent Full-Time position*
- *40 hours per week with one Rostered Day Off per month*

We are looking for an enthusiastic Receptionist/Administration Assistant to work with our friendly team! Our firm creates a welcoming environment for our clients and our expert staff offer a complete suite of tax and financial services to simplify tax obligations.

Your role will be to provide exceptional customer service to our valued clients and be involved in several aspects of the company.

The receptionist will report to the Office Manager and your role will consist of the following but not limited to:

- Be the first point of contact for all clients
- Booking client and staff meetings
- Management of client correspondence
- Organise client and company events
- Maintain Social Media platforms
- Manage client details across office databases
- Daily receipting of bank deposits
- Management of tax agent reports
- Scanning and filing
- Banking and Mail

To be considered for this role you will require:

- A welcoming and friendly nature
- Have excellent communication and presentation skills
- Previous administration and/or reception experience an advantage
- Experience in using Microsoft Office Word and Excel
- Strong interpersonal and organisational skills
- And attention to detail.

Ongoing training and support will be provided to the successful applicant.

If you are interested in this job, please email your resume to Kath Elston [kath@pdfaccounting.com.au](mailto:kath@pdfaccounting.com.au) by Friday 30<sup>th</sup> November 2023 or call 5032 4495 for further information.