



Receptionist/Administration Assistant

Position Options Available:

- One Permanent Full-Time (40 hours per week with one Rostered Day Off per month)
- **Or** two Part-Time/Job shares positions considered for suitable candidates

Are you an enthusiastic professional looking to join our friendly team? Our firm combines a friendly, professional atmosphere with expert tax and financial services, serving everyone from individual clients to established businesses.

About the Role

As our Receptionist/Administration Assistant, you will provide exceptional customer service to our valued clients while being involved in various aspects of our business operations. Reporting to the Office Manager, you'll play a vital role in maintaining our professional service standards.

Key Responsibilities

Client Service & Administration:

- Serve as the first point of contact for all clients
- Book client and staff meetings efficiently
- Manage client correspondence professionally
- Organise client and company events
- Manage client details across office databases

Digital & Administrative Tasks:

- Maintain social media platforms
- Handle daily receipting of bank deposits
- Manage tax agent reports
- Perform scanning and filing duties
- Complete banking and mail tasks

What We're Looking For

Essential Requirements:

- Welcoming and friendly personality
- Excellent communication and presentation skills
- Strong interpersonal and organisational abilities
- Keen attention to detail
- Experience with Microsoft Office (Word and Excel)

Preferred Qualifications:

- Previous administration and/or reception experience
- Demonstrated strong communication skills (essential for part-time/job share candidates)

What We Offer

- Comprehensive ongoing training and support
- Friendly, supportive team environment
- Professional development opportunities

How to Apply

If you're interested in joining our team, please email your resume to: Kath Elston at kath@pdfaccounting.com.au by Friday, 26th September 2025 or call 03 5032 4495 for further information.