



**SMITH
THORNTON**
ACCOUNTANTS

Smith Thornton is a well-established accounting and advisory firm providing professional financial services throughout the Great Southern region.

With over 30 team members, including the four Partners – Dean Thornton, Rebecca Williss, Amy Sims, and Ryan McLaren – our firm values professionalism, teamwork, and client service excellence, and takes pride in maintaining a welcoming, inclusive, and supportive workplace culture.

This Junior Office Assistant position offers an excellent opportunity for a motivated individual seeking hands-on experience in a professional office environment. Working under the guidance of the Receptionist and Administration Manager, this role provides daily support to the administrative and accounting teams to ensure a friendly, efficient, and well-run office.

EMPLOYMENT DETAILS

- This is a full-time position of 40 hours per week, Monday to Friday, within our Albany office at 234 Stirling Terrace
- Working hours are 8.00am-5.00pm with a one-hour lunchbreak
- Receive a paid day off for your birthday!
- Driver's licence and access to a vehicle highly regarded – onsite parking available
- This position will satisfy certain requirements to qualify as 'independent' and receive Youth Allowance (for those deferring their studies)
- Position will run for 12 months beginning late 2025/ early 2026. Extensions of employment may be granted depending on circumstances.

Junior Office Assistant Gap Year Position 2026

POSITION SUMMARY

The Junior Office Assistant plays a key role in delivering high-quality administrative and reception support to the Smith Thornton team.

KEY RESPONSIBILITIES

- Greet all clients and visitors, ensuring they are welcomed and assisted appropriately
- Manage client and staff appointments within shared calendars
- Answer and direct telephone calls, taking accurate and detailed messages
- Maintain kitchen areas inc. coffee machine and dishwasher, manage weekly supplies (groceries etc.) and ensure cleanliness
- Scanning, photocopying, filing and collating of documents
- Set-up, monitor, and tidy meeting rooms before and after meetings
- Handle daily mail duties including collection, sorting, and distribution, as well as banking runs.

ATTRIBUTES & SKILLS

- Positive, professional attitude with a willingness to learn
- Excellent presentation and communication skills (written and verbal)
- Reliable, punctual, and can work well within a team environment
- Good computer literacy with Microsoft Office 365 (Word, Outlook, Excel)
- Attention to detail and ability to follow instructions.

INTERESTED?! APPLY NOW!

- Prepare your application consisting of a Cover Letter and Resume
- Send your application to Barbara Biggs (Executive Officer) at barbarab@smiththornton.com.au
- Only shortlisted candidates will be contacted for interview
- If you are interested in this position, we encourage you to submit your application as soon as possible – interviews will be conducted across November 2025 through January 2026
- Should you have any queries regarding the position, please contact us on 9842 5155.