

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

With nearly 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 is a great opportunity for someone who is eager to learn, contribute, and grow within a professional office environment. With support and guidance from Administration Team, you will assist the administrative and accounting teams with a variety of day-to-day tasks, while gaining valuable experience and developing practical workplace skills. Your contribution will help keep the office organised, efficient, and welcoming.

#### 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 2026/ early 2027. Extensions of employment may be granted depending on circumstances.*

## Junior Office Assistant

### Gap Year Position 2027

#### 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, stationery 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 Maddie Eatts (Executive Assistant) at [maddiee@smiththornton.com.au](mailto:maddiee@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 commence from October 2026.
- Should you have any queries regarding the position, please contact us on 9842 5155