

Accounts & Office Administrator

Protech Group • All Perth WA



Base pay
\$0 - \$70,000



Work type
Full time



Contract type
Permanent

Perks

FREE PARKING ON SITE

Skills

OFFICE ADMINISTRATOR

OFFICE SKILLS

Full job description

Protech Group are a National Recruitment Specialist with a strong emphasis on providing quality Office Administration & Accounting personnel to various clients & contractors in Western Australia.

Protech are actively recruiting for an Accounts & Office Administrator to join a small permanent team of 5 staff with occasional subcontractors on site.

This will be a permanent position with our client who are leading retailer of software & hardware products to the retail & hospitality sectors in WA.

The position will be based at their office within the boundaries of the City of Stirling with free parking on site.

About the role:

- Coordinate all financial tasks related to products & services
- Manage and maintain records, purchase orders, quotes and invoicing
- Ensure that all purchasing, receipting of sales and credits are completed in a timely manner
- Provide financial reports to the director on ongoing basis
- End to end accounts payable, receivable, bank, credit card, petty cash reconciliations through Xero
- Updating customer database/mail outs (MailerLite)

Job details



Date posted
25 May 2022



Expired On
24 Jul 2022



Category
Admin & Office Support



Occupation
Administration Assistants



Base pay
\$0 - \$70,000



Contract type
Permanent



Work type
Full time



Job mode
Standard business hours



Work Authorisation
**AUSTRALIAN CITIZEN /
PERMANENT RESIDENT**

- Entering stock invoices, stock monitoring, intakes and purchases
- Manage all incoming & outgoing mail and dealing with couriers.
- Ongoing communication with clients, retailers & suppliers via phone and email
- Managing Social Media.

About you:

- Must have at least 2 - 3 year experience in an Accounts Administration function
- Must have previous experience working in a commercial corporate environment
- Able to work at reception and be first point of contact for all visitors
- Able to work unsupervised and autonomously or within a team
- Must have intermediate to advance MS Office skills and the ability to learn new software packages with ease
- A working knowledge of Xero & MailerLite will be advantageous.

If you are actively looking for a new position in a small niche business and have the required skills as mentioned above, please **APPLY** today or call the office on **9253 6000** for more information.