

POSITION DESCRIPTION

JOB TITLE: ADMIN ASSISTANT

MANAGER / SUPERVISOR: DEAN MURPHY

MAIN DUTIES OF POSITION:

(Please note: in addition to these functions, employees are required to carry out such other duties as may be reasonably required)

DUTIES:

- Collect, sort & distribute mail
- Answer all incoming telephone calls and take messages so as to minimise interruptions
- Meet and greet all clients, taking instructions and messages so as to minimise interruptions to Accountants
- Make appointments for all Accountants – verify first any appointments outside normal business hours
- Filing to be maintained daily
- Prepare and complete all administration tasks as requested
- Ensure all consumable supplies are adequate
- Maintain front reception area in clean & tidy manner
- Receipt Account payments and prepare banking
- Banking and Post office payments to be completed daily
- Maintain timesheets on a daily basis accounting for 6 units per hour
- Lunch break of 1 hour

PERSONALITY / ATTRIBUTES REQUIRED:

- Good organisational skills
- Good interpersonal skills
- Good oral and written communications skills
- Responsible
- Display initiative
- Team orientated
- Client service focused

TECHNICAL SKILLS REQUIRED:

- Basic understanding of Computers
- Microsoft Excel, Windows and Word – medium level of knowledge
- General Telephone skills