

BOSS

office administrator

- City - Amazing Harbourside Location
- Friendly, Professional Team

Boutique financial services firm need a switched-on Office Administrator. As the first point of contact for clients you will have exceptional customer service and communication skills.

Essential skills and experience:

- Intermediate MS Office
- Basic accounting functions
- MYOB experience highly regarded.

A mature outlook, flexible approach and demonstrated experience across a broad range of support functions will help you secure this great role.

For further information contact Annie Barker on (02) 8243 0505 or email boss_412@bossrecruitment.com

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