
POSITION DESCRIPTION

Position Title:	Reception / Office Clerk
Reports to:	Office Manager
Hours of work:	Potentially 8.00am to 4.30pm – Monday to Friday – 30mins lunch break
Award:	Clerks – Private Sector Award 2010
Principle Function:	This role is to provide professional customer service to clients and suppliers. Responsible for the effective day to day operation of the reception area.

DUTIES OF THE POSITION

Reception Duties:

- Answering of the phone and taking of messages in a professional manner
- Dealing with daily emails and notifying the appropriate person
- Passing on of information in a timely manner
- Creation of job and quote files from emails and staff
- Ensure reception area is maintained to a professional standard
- Attend to deliveries and notify staff of arrivals
- Help with tasks as required

Accounting Duties:

- Data entry to MYOB and One Drive file creation

Administration Duties:

- Preparation of job folders and labelling dividers
- Monitor & update sub-contractors information, WH&S & Insurance policies
- Update staff phone numbers list
- Prepare staff employment folders and sub-contractor packs
- Internet research of products and suppliers
- General filing as required

Other Duties:

- Provide support to the management department as required

QUALIFICATIONS / EDUCATION AND/OR EXPERIENCE

- Previous reception and bookkeeping experience in a busy office

- Tertiary certificate or equivalent office experience

SELECTION CRITERIA

Essential:

1. Tertiary qualification or evidence of equivalent experience
2. Strong interpersonal skills and the ability to communicate effectively both orally and in writing
3. Demonstrate a commitment to quality client and supplier service
4. Ability to work independently as well as in a team environment
5. Experience in a reception /office environment and knowledge of administrative practices
6. Excellent word processing, data entry and internet research skills – demonstrate experience with MYOB, Outlook, Word, Excel and One Drive
7. Experience with financial record keeping, invoicing and ordering

Desirable:

1. Experience in the Construction and Building Industry

Email you resume and Criteria response to:

donna@leserbuild.com