

HIRING NOW

FULL-TIME RECEPTIONIST/ ADMINISTRATOR

Our continued growth means that we currently have an opportunity available for a Full Time Receptionist/ Administrator to join our team here at Roma Taxation Services. As the first point of contact for many of our clients enquiries, the ideal candidate would need to be a friendly individual, who enjoys working in a team to help our clients achieve their goals.

Job Tasks and Responsibilities

Your job tasks and responsibilities include but are not limited to:

- Attending to all incoming phone calls and emails
- Greeting clients at reception in a friendly and professional manner
- Accounts receivable processing
- Opening/closing client files, scanning, filing and photocopying
- Liaising with third party organisations including the Australian Taxation Office
- Mail and correspondence processing
- Maintaining a professional and orderly office environment (including general cleaning)
- Providing support to our entire team with various administrative tasks as directed daily

Skills and Experience

The successful candidate will have:

- Basic office skills
- Competent with Microsoft Office and computers
- Current drivers licence and car will be required
- Personable and confident with strong attention to detail
- Self-starter with exceptional organisation and time management skills
- Enjoy taking on tasks as directed and achieving results swiftly and accurately
- Previous experience as receptionist or similar will be highly regarded but not necessary
- All training will be provided to the successful applicant