

Position Vacant – School Hours 9 - 3

Administrative and Accounts Assistant to the Director

Looking for a position that will accommodate your parenting responsibilities and give you great work place satisfaction? We are looking for someone to assist the Director in a busy software development company.

Do you have considerable administrative skills built up BC (before children) and want to apply those skills in a job where you will be appreciated?

In this position you will become a trusted and vital member of a small caring and happy professional team. We are looking for someone who has many years experience in administration and accounts management and can use MYOB Accounting software. You will have a pleasant phone manner and can handle several competing priorities and use initiative. You don't mind pitching in and helping out and can handle anything from a small detail to a big event.

You will help manage a small team in a software development company, working in a clean, bright and tidy office. You have an eye for detail and you're meticulous in following through. You like working in a well organised office. You have maturity in dealing with people and relish the job of being the right hand to the Director, knowing what's going on operationally and knowing the answers or where to get them, when needed.

Requirements;

- Previous experience in administrative position
- Ability to use MYOB accounting software
- Previous experience handling Debtors, Banking, Purchasing
- Able to handle client account inquiries
- High degree of skill using MS software Outlook, Word, Excel and Internet
- High degree of skill using hardware, printers, faxing, scanning, photocopiers and phone systems
- Delightful manners when answering the phone and taking details and offering assistance
- High degree of understanding client service
- Ability to manage a Client Services Queue
- Experience and commitment to managing filing and archiving, both soft and hard
- Managing communications between staff
- Experience with client database management

Minimal training will be provided so you are expected to already have a good understanding of the requirements of a working office. However for the right person there are many career options in our office that can expand this position and it's remuneration. If you have an interest in expanding your skills into IT Client Services then this would be ideal.

We are looking for someone who is dedicated and loyal and interested in a long term position for many happy years of satisfying employment.

MYCO Systems is a specialist software development company committed to quality systems and services. More details can be found on our web site; www.mycosystems.com.au.

Myco aims to providing fulfilling and satisfying work for it's staff and therefore we select the highest calibre of people to work for us. Employees are engaged under Australian Workplace Agreements on higher than award wages and enjoy the benefits of a personalised career building plan and regular reviews of their position and satisfaction with the job.

This position attracts up to \$40K including super.

Please send you resume to castaly.lombe@mycosystems.com.au