



POSITION VACANT

ADMINISTRATIVE ASSISTANT

**Administrative Assistant – Accounting practice
Arundel, Gold Coast**

Part Time (12 hours per week – 4 hours per day, Monday, Tuesday, Thursday)

Payrate - \$27 per hour

About our firm

Join our well-established boutique accounting firm on the northern Gold Coast, where we've been proudly serving our clients for over 14 years under the guidance of our 2 directors. Get to know us better on our website: www.tjnaccountants.com.au

About the role

We're looking for a dynamic individual to join our friendly team on a part-time basis, supporting our office manager. In this role you'll be responsible for a range of tasks, including:

- Handling incoming and outgoing mail
- Efficiently managing and organising physical and electronic documents
- Processing standard documentation from the Australian Taxation Office and other government agencies
- Assisting in organising office functions
- Providing general support to our office manager

While on-the-job training will be provided, we do expect you to work independently on most tasks once you've received appropriate guidance.

About you

Minimum criteria for applicants:

- Proficient technology skills
- Excellent communication skills
- Initiative to complete tasks and contribute to the smooth operation of our practice
- Current driver's licence

There is potential for this role to expand over time (in terms of hours and responsibility) for the right candidate. If you're motivated and eager to be part of our dynamic team, we'd love to hear from you.

Please submit your covering letter and CV detailing your suitability for this role to jeanette@tjnaccountants.com.au.