



CORE
BUSINESS ACCOUNTANTS

RECEPTIONIST

POSITION DESCRIPTION

Essential Qualifications and Experience

No formal qualifications are required for this position. However, studies in Business Administration would be highly regarded. You will report directly to our Directors.

- ❖ Proven experience in a professional office environment
- ❖ Proven experience with a busy multi-line telephone system
- ❖ Proven experience with Microsoft Office
- ❖ Sound knowledge of general office administration processes
- ❖ Proven accurate typing ability
- ❖ Excellent communication skills - both oral and written
- ❖ Maturity and responsibility

Skills and Abilities

To fulfill the **'Specific Duties'** of the role of Receptionist you will:

- ❖ Display a basic/reasonable knowledge and understanding of a professional office environment preferably accounting firm experience but not essential.
- ❖ Knowledge of Xero and/or MYOB accounting software (advantageous but not essential)
- ❖ Demonstrate interest in pursuing an administration career with a genuine interest in business activities
- ❖ Display each of the following attributes
 - excellent work ethic
 - dedication
 - punctual
 - initiative
 - personality
 - pro-active
 - attention to detail
 - organised
- ❖ Confident to develop relationships and build rapport with staff, business partners and clients

Receptionist - Specific Duties

- ❖ Meet and greet Clients
- ❖ Answer all incoming telephone calls and take messages or direct as requested
- ❖ Attend to incoming & outgoing mail
- ❖ Create and print letters, correspondence, reports and other documents where necessary
- ❖ Attend to all collation requirements
- ❖ Process client credit card payments & receipting of same
- ❖ Booking Webinars
- ❖ Contacting Clients and third parties, arranging meetings
- ❖ Electronic lodgements with the Australian Taxation Office (ATO) of Income Tax Returns, Business Activity Statements, etc
- ❖ Process Tax Invoices
- ❖ ATO Assessment Notices – checking and preparation of appropriate client letter
- ❖ Scanning of Client Records
- ❖ Attend to general enquiries from the ATO regarding client matters
- ❖ Print and collate ATO Portal details & provide to third parties
- ❖ Preparation of ASIC Annual Company Statement correspondence
- ❖ Provide a high level of client service
- ❖ Provide general client service assistance as required
- ❖ Coordinating the general office environment – keeping the office tidy, supplies stocks and equipment in good working order
- ❖ Administrative support, both to the Professional and Support Team as requested. Such support includes, but is not limited to typing, filing, photocopying, scanning, collation and binding.
- ❖ Update Reading Schedule, post professional training.

How To Apply

The full Position Profile including Specific Duties can be viewed at

<https://www.corebusiness.com.au/about/careers/>

To apply for this position please email your cover letter and resume to

dwilliams@corebusiness.com.au