

www.hollandtax.com

Receptionist – Part Time or Casual – Monday to Friday 9:30am – 2:30pm Administration & Office Support - Sherwood

Holland & Holland has been providing Tax, Accounting and Financial Planning Services in the Western suburbs of Brisbane for over 40 years.

Our clients include small/medium sized businesses, SMSF's, professionals, individuals and investors.

Based in the Sherwood precinct, Holland & Holland genuinely value our staff and clients equally and provides a supportive work environment.

An opportunity has arisen to join our Administration Team on a part time/casual basis.

The receptionist we are seeking will assist with managing our front desk on a daily basis and carry out a variety of administrative and clerical tasks to provide support across the business.

As a receptionist, you will be the first point of contact and will need to project a friendly and professional image. You will greet and welcome clients and professional contacts. In addition to coordinating front-desk activities, including redirecting telephone calls, managing the team's Outlook calendar, you will also prepare and distribute correspondence.

Our modern office is located in a growing suburban hub close to public transport, local shops and businesses. Onsite car parking is available.

Once you have reached proficiency in the role outlined, there is the opportunity to take on further administration responsibilities.

We are a family oriented business and understand flexibility is needed on occasion and will accommodate whenever possible.

Wage is negotiable to experience and qualifications.

As this is a customer service role, to be successful as our receptionist, you should have a positive personality and professional attitude and appearance. Multitasking, attention to details and general office skills are essential for this position.

The ideal candidate will have:

- Proven work experience as a receptionist, front office representative or similar role in a professional services business;
- Proficiency in Microsoft Office 365;
- Ability to be resourceful and proactive when issues arise;
- Solid written and verbal communication skills;
- Professional attitude and appearance;
- Excellent organisational skills;
- Multitasking and time-management skills, with the ability to prioritise tasks;
- Excellent customer service attitude.

Experience as a receptionist or front office representative in a tax and accounting and/or professional services business would be an advantage as would experience in the use of Xero and FYI Docs software.

Please forward your cover letter and application to our office at admin@hollandtax.com.au.