

Position Description

Hobbs & Assoc Pty Ltd is a progressive accounting firm in Wondai, part of the South Burnett, Queensland. An opportunity exists for an office administration assistant to:

- Enjoy a diverse range of tasks working with a wide variety of clients.
- Learn a range of office administration and reception skills.
- Be rewarded with a competitive salary.
- Have an opportunity to achieve further qualifications if desired.

Please apply if you are:

- A year 12 graduate;
- Proficient in MS Office;
- Have customer service experience;
- Easy going and eager to assist clients and colleagues.

This will initially be casual for maternity leave with a view to becoming a full-time position.

For information about us, check our website www.hobbsandassoc.com.au

Send applications or queries to admin@hobbsandassoc.com.au.