



Administration Support – Financial Planning Division

Nanango Location

Career Opportunity

Training provided

Immediate start

Burnett Business Centre is a pro-active and forward-thinking team of professionals, dedicated to enhancing our clients' financial futures. We are seeking to appoint a full time professional, well presented, client focussed employee to our Financial Planning Team.

This role includes but is not limited to:

- Providing administrative support to the Financial Planning team;
- Data entry and quality checking of documents;
- Liaising with clients, superannuation funds, insurance companies etc. to fulfill set tasks;
- Appointment Diary Management;

The ideal candidate will have:

- Experience in providing administrative support in a professional services environment;
- Exceptional attention to detail – passionate about correct grammar and spelling;
- Strong organisational skills – the ability to prioritise in a deadline-driven environment;
- Clear communication skills, both written and spoken;
- A 'can do' attitude, happy to work autonomously, as well as an integral part of the FP team;
- Intermediate skills in the Microsoft Office suite;
- Ability to learn and master new processes quickly; and
- Possesses integrity, honesty and discretion.

For more information, please contact Tanya Glenny on 4160 9000 or email tanyag@bbuscentre.com.au. To apply please forward a covering letter and resume to tanyag@bbuscentre.com.au by COB Friday 3rd June 2022.