

## WANTED – PART TIME OFFICE PERSON REDLANDS (BRISBANE SOUTHSIDE)



Due to further expansion and consistent growth, we are looking to fill a fantastic opportunity with us.

Reliable Property Repairs is a long term established Company with a reputation for top quality service and outstanding workmanship. We are seeking a casual administration assistant to join our team.

- Commencing with one day a week on **Fridays** as well as additional relief days as required.
- Comfortable and professional home based office located in the Redlands.
- Hours are flexible and you can work school hours if you wish - or full days also available.

You will be dynamic, approachable, enthusiastic individual who is ready to take on a wide variety of tasks with a can-do attitude and smile.

We need you to have solid experience in all aspects of office administration and customer service so you can hit the ground running.

This role plays a pivotal role in our team, you enjoy administration tasks as well as dealing with people.

- You will be the first point of contact for incoming phone calls
- Providing support to the Office Manager and Directors
- Scheduling of jobs and follow up
- Data entry using Xero Accounting
- Accounts receivable/payable
- Maintaining company social media platforms, particularly Facebook, Twitter & Google Plus
- Develop email campaigns using MailChimp
- Customer relations
- Filing and file maintenance
- Running errands and ad hoc tasks from time to time
- Maintaining an organised and efficient running office
- Possess strong internal customer service focus and ability to work with tact and discretion as well as the ability to work autonomously and without direct supervision
- Proficient use in Mac computers highly desirable
- Strong attention to detail, ability to meet deadlines and follow processes.

A working knowledge of Xero is preferred although experience with other similar online accounting packages will also be considered. A working knowledge of GeoOP software and a background in scheduling is highly desirable.

Immediate start is available, or we will wait a short time for the right person.

Apply promptly by emailing your Resume and Cover Letter to [careers@reliablepropertyrepairs.com.au](mailto:careers@reliablepropertyrepairs.com.au) we are keen to fill this position soon and it won't last long.

*No phone calls will be taken in regards to this position.  
Only successful applicants will be contacted due to high volume of applications.  
You must have the **right to live and work** in this location to apply for this job.*

**Reliable Property Repairs**  
**Reliable by Name, Reliable by Nature**