



We are hiring!

Part Time / Casual Administrator Brisbane

This long standing and busy Mercedes Benz Service Centre has an Administrator/ Receptionist position available for immediate start – based in our Coorparoo office. If the right applicant is required to give a weeks' notice, then we will wait.

This is a casual position with reliable and consistent hours of around 27 hours per week, which includes at least 2 full days and a couple of afternoons per week. It is open to mature age, school leavers or university students. We are seeking someone very competent in Office Administration (minimum 5 years recent experience) who is able to give us commitment, honesty, reliability and attention to detail. Preference will be given to someone who has worked in the motor industry; although not compulsory.

We need someone with strong computer skills and great telephone manner as you will be our first point of contact for our valued customers. Duties of this position will include, but not limited to:

- Handling phone and emails enquiries
- General stock control
- Input of supplier invoices
- Receipting payment from customers
- Filing

We are seeking a start as soon as possible as we are very busy. This is essentially a job share situation so someone will be available for training and a handover in all areas of the position.

Remuneration will be paid in accordance with experience.

To apply (or any questions), please email your cover letter and resume (which should include no less than 3 referees) to mary@auststarmotors.com.au. Thank you.