

Administration Assistant

- St Kilda Road, St Kilda (Near St Kilda Junction)
- Work Close to Home
- Professional and friendly culture

We are a busy Chartered Accountants Firm looking for an Administration Assistant to join our Corporate Compliance team.

The successful candidate will be bright, energetic with a positive attitude and an enthusiastic approach to work. You will possess a working knowledge of Microsoft Office and the ability and willingness to learn new software packages as required.

The ideal candidate will demonstrate the following

- Excellent English communication, both verbal and written
- Professional presentation and attitude
- Strong organisational skills
- Ability to work well under pressure
- Excellent time-management skills

Training will be provided.

Due to an expected large number of applications, we will only contact those candidates who have been shortlisted to the next stage.

Only people with the right to work in Australia should apply.

July 2011

Partners:

Joseph Franck Joseph Kalb Tony Tassone
Danny Lustig Daniel Franck David Coyne
Mark Saltzman Michael Schmulian
Gideon Rathner

Consultants:

Brian Rudy Emile Rochman
Philip Behr Peter Rado
Hillel Bick