



meritpartners
C H A R T E R E D A C C O U N T A N T S

Position Office Assistant
Hours Full-time
Reporting to Practice Manager

Primary Responsibility

The role provides support to the Practice Manager, the Support team and Professional staff of Merit Partners. It involves the effective management of office systems, phone systems, reception and the maintenance and management of client files through systematic and methodical processes.

Key Responsibilities

- Answering telephones
- Travel and Accommodation bookings
- Secretarial duties for Quality Assurance Committee
- Assisting Directors, Managers and Professional staff with management responsibilities, including follow up of correspondence, verbal requests, project management and distribution of documents;
- To liaise with external organisations and internal employees regarding meeting schedules, including the provision of associated materials
- Drafting correspondence (incorporating word processing, faxes, memos and reports);
- Use of client database - Viztopia
- Maintain stationery and consumable supplies
- Filing, binding including annual archiving of files
- Facilities maintenance ie binding machines and photocopiers
- Daily relief for Part time Receptionist
- Relief duties of other Support staff from time to time
- Other Duties as directed.

Person Specification

- Mature outlook
- Excellent verbal, written and interpersonal communication skills
- Sound organisational skills with a proven ability to determine workload priorities, meet deadlines and capacity to work under pressure
- Advanced MS Word and intermediate Excel
- High level of self management including ability to work with minimum supervision, use initiative and display sound professional ethics of confidentiality and discretion
- Attention to detail
- Ability to work in a team environment
- Experience in a similar position

Desirable

- Knowledge of Viztopia
- Experience in a professional services environment
- MS PowerPoint skills

Salary Range

Based on Level 3 of Clerks – Private Sector Award

Salary Range dependent on skills and experience \$36,000 - \$42,000 + superannuation