



Business & Accounts Administrator

- Rapidly growing company
- Excellent career progression opportunities
- Strong Administration Skills
- Great Office Location

Compass Corp are a growing company currently seeking a rounded, organised, enthusiastic and outgoing individual for the role of Business & Accounts Administrator.

This role will see you working as part of a fun and friendly team environment where you will be provide support to our accountant and office team. Working in a fast paced working environment you shall be responsible for a range of administration tasks including:

Responsibilities:

- Dealing with client queries and issues
- Accounts Payable and Receivables
- Data Entry
- Keeping systems and files up to date
- Registration of New Vehicles
- General administration

Successful Candidate Should Demonstrate:

- The ability to think outside the box
- Reliability and good time keeping
- Excellent communication skills
- Excellent numeracy and computer skills
- Attention to detail

No previous experience necessary as full training is provided although knowledge of MYOB would be a great advantage.

This is a fantastic and rewarding opportunity for a driven individual, who wants an opportunity to work their way up in a developing company or someone quite happy to come to work and 'get' the job done.

In return you will be rewarded with a positive and friendly working environment, good starting salary, and the opportunity to grow your career as we always look to promote from within.

Contact James Frape at james.frape@compasscorp.com.au or call 9963 7205

FOR MORE INFORMATION VISIT OUR FACEBOOK PAGE (COMPASSCARS) AND CLICK ON THE AD.

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