



Office Administrator/Receptionist

Welsh's Buildpro a local family business is seeking a friendly, organized detail-oriented Office Administrator/Receptionist, to join our team.

In this full time or part time role, you will be responsible for providing excellent customer service, welcoming customers, answering phone calls and handling administrative tasks in a fast paced, friendly environment.

Main tasks.

- Administrative tasks including, responding to emails, entering invoices, creditor payments, entering debtor payments, end of month procedure and data entry.
- Maintaining accurate records and updating customer information in the company database.
- Perform general office tasks as required.
- Greet visitors in a professional and friendly manner then direct to appropriate sales staff.
- Answering and transferring phone calls, taking messages and responding to customers queries.

Skills required.

- Friendly personality with the ability to work autonomously as well as part of a team.
- Proficient in Microsoft Office, with competent computer skills.
- High standard of communication skills.
- Organized, tidy and punctual.
- Attention to detail.
- Ability to multitask and prioritise tasks effectively.

To be successful you will have a friendly personality, with a high standard of communication skills, be organized, punctual with the ability to multitask whilst prioritising tasks efficiently. Ideally you would be proficient in Microsoft Office and have competent computer skills.

Training will be provided for our computer operating systems and all aspects of the job.

If you would like to be considered to join our team, please email your resume and cover letter to

admin@welsh.com.au