

Job Description

Position: **Assistant / Account Manager**
Reports to: **Owner**

The primary function of this position is to assist the Owner, in the day-to-day office workflow and support.

Primary Responsibilities

- Excellent Microsoft Office applications skills including Excel, Word, & Outlook
- Proficiency in MYOB
- Excellent verbal, organisational and interpersonal skills
- Excellent written communication skills
- Be enthusiastic and have a positive attitude
- Ability to work in a team environment and independently as needed
- Ability to adapt quickly to changing needs of internal office processes, as required
- The ability to be a flexible team-player - no job is too small - or too big!
- Assist with office overflow as needed
- Professional telephone manner
- A well-groomed personal presence is expected at all times