

MORSE | GROUP

ACCOUNTANTS & ADVISORS

Morse Group is one of the largest accounting and advisory firms in regional NSW, with offices in Bathurst, Orange, Dubbo, Blayney and Oberon. Morse Group provides a diverse range of services to clients including business services, audit, financial planning, IT, and HR consulting.

Administration Assistant – Dubbo

We currently have an opportunity for a full time Administration Assistant to join the team in Dubbo. Reporting directly to the Partner in Charge you will be responsible for providing general administrative duties as required such as filing, completion of client related tasks, supporting Business Services and Morse Financial Services in service delivery.

Criteria:

- Administration experience in a similar environment.
- General word processing skills.
- Demonstrated high level communication skills with a customer service approach.
- Demonstrated reliability, excellent attention to detail and a high degree of accuracy.
- Achieved or undertaking a Certificate in Office Administration from TAFE or equivalent.
- Ability to be well organised and set priorities during the day.

Applications including your Resume can be sent to clinton.lamb@morsegroup.com.au.

A position description can be found on our website at www.morsegroup.com.au/careers/current_positions

Applications can be mailed to

HR Coordinator
Morse Group
PO Box 690
Bathurst
NSW 2795

Applications close: 13 February 2012