



ABF Partners

JOB VACANCY

TRAINEESHIP – Cert III in Business

Full Time – Reception / Admin

We are an Accounting Firm in Euroa looking for a motivated and naturally organised person to join our team and take the opportunity of undertaking a Traineeship in Business Administration.

Your duties will include (but not limited to);

- Greeting Clients
- Answer Incoming Calls and make appointments
- Process incoming & outgoing mail
- Filing, scanning, copying
- General administration – day to day
- Assist and support the team (basic duties)

The successful candidate will

- Be self-motivated and friendly
- Be organised & have attention to detail
- Have excellent communication skills, both written and verbal
- The ability to work autonomously and within a team.
- Have basic computer skills, word, excel & outlook.

No experience necessary, just a desire to achieve. You will be supported and trained.

This is a full-time position.

To apply, send your resume with a covering letter detailing why you would be best suited for this position

Immediate Start

Applications Close – October 20th, 2024

Attention to Melinda Anderson

Email: tax@abfpartners.com.au

Post: PO Box 485, Euroa, Vic 3666

or Deliver in person to 43 Railway Street, Euroa.