

## **We're on the lookout for a Receptionist/ Book Keeper / Payroll for a 2021 start.**

**About us:** We are a family business specialising in Home renovation and Extension projects, born from the vision to deliver customer focused building solutions with integrity and care. We have honed expertise and reputation for honest quoting, superior site etiquette and delighted clients have quickly earned the trust of locals.

**About you:** People will describe you as having a love for working with numbers. You are analytical and able to decipher information and think of "what if" scenarios and look towards the big picture. You can plan your schedule well and are able to determine which tasks have priority over others in order to allow time to focus on problems and their solutions. You are technologically savvy and know how to troubleshoot for problems. Part of your friendly nature is that you have a high desire to create strong relationships with those around you. What makes you successful is your ambition for efficiency and operational excellence. You have exceptional written & verbal communication skills, high customer service, as first impressions are important to you as they are to us.

### **What's on the table?**

- ☺ Casual position up to 21hrs per week with opportunity to go permanent part time/fulltime
- ☺ Job share opportunity
- ☺ Personal & professional development
- ☺ Career Progression
- ☺ Become part of the family
- ☺ Variety of work
- ☺ Christmas Shut down 2-3 weeks each year
- ☺ Public holidays
- ☺ Secure long-term employment
- ☺ Great team culture in a family business

### **Qualifications & Certificates & Requirements:**

- Knowledge of Xero/Quickbooks
- Experienced in book keeping
- Experience in payroll & BAS
- Current Police Check
- Current QLD Driver's licence
- Flexible
- Right to work in Australia – Resident or Citizen apply only

**Please no phone calls, only those successful will be contacted for an interview.** Please send **CV AND Covering Letter** addressing the role and **"Why you believe you should get the job?"** to: [admin@kirklandfamilyhomes.builders](mailto:admin@kirklandfamilyhomes.builders)

**Applications close on Friday COB 30 January 2021**