

Bookkeeper/Receptionist

The Melbourne PC User Group Inc. located in Moorabbin, is looking for a Part Time Bookkeeper/Receptionist for up to three days per week, initially for twelve months

The ideal candidate will need to have following skills and experience:

- Minimum 5 years' administration experience
- High proficiency in QuickBooks and related computer programs including Microsoft Office
- Maintaining membership records and liaising with members as required
- Excellent communication and organisational skills and an ability to prioritise and manage multiple tasks
- General administration duties including reception and related office functions

Email applications or request for detailed position description to secretary@melbpc.org.au

Telephone enquiries to Bill Ford 0419 509 945