

Accounting and Business Administration Support Role

The role

Your job will involve supporting our Financial Controller and Export Shipping and Documentation team.

You will be undertaking a mix of accounting and administrative tasks including debtors and creditors invoicing, bank reconciliations, foreign exchange management, scanning, filing, and data entry.

Who are we looking for?

- Motivated self-starters with strong administrative skills and experience.
- People who thrive in a busy face paced working environment.
- Committed individuals.
- People who are keen to increase their knowledge and their skills.

Minimum requirements

- Previous experience in an accounting role.
- Education qualifications in Accounting or bookkeeping.
- Experience working with accounting software packages and Microsoft Office suite proficiency.
- Great communication and time management skills with the ability to manage varying workloads.
- Highly organised with attention to detail.
- Flexible and pro-active approach.
- Ability to perform under pressure.
- Suitable references.

Advantageous:

- International Business experience.
- Export shipping and documentation experience.

Please forward applications, including resume and covering to email:

shipping@stellafds.com.au