



ABF Partners

JOB VACANCY

TRAINEESHIP – Cert III in Business

We are an Accounting Firm in **Euroa** looking for a motivated and organised person to jump into an administration & reception position at ABF Partners.

Your duties will include (but not limited to);

- Greeting Clients
- Answer Incoming Calls and make appointments
- Liaise with the Tax Office when necessary
- Process incoming & outgoing mail
- Filing, scanning, copying
- Make Tea and Coffee for staff and clients
- Assist and support the team

This is an excellent opportunity to join the Accounting and Financial Services Industry.

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. **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.

Start Date – March 2021

Applications Close – February 15th, 2021

Attention to Melinda Anderson

Email: tax@abfpartners.com.ua

Post: PO Box 485, Euroa, Vic 3666

or Deliver in person to 43 Railway Street, Euroa.