



## **Administration and Reception**

Pearce and Percy Constructions is recruiting an experienced administration person to work full time in our North Nowra office.

### **Your roles and responsibilities include the following:**

- Office administration and reception
- Entering customers, quotes, jobs and suppliers
- Setting-up new quote and job files
- Entering time sheets and invoices
- Updating our website and social media
- WHS documentation and filing
- Assisting the office team

### **Competencies required:**

You will need to have the following capabilities and experience:

- MYOB, Excel, Word and Outlook software
- Digital marketing and social media
- Certificate IV Administration with effective time management skills
- Excellent communication and teamwork

We offer:

- Dynamic and supportive team environment
- Working for a thriving business

Your wages package will be offered according to your experience and the Clerical Award.

Please email your application and resume to [accounts@pearcepercy.com.au](mailto:accounts@pearcepercy.com.au)

Applications close Friday 12<sup>th</sup> November 2021