

ADMINISTRATION ASSISTANT

CAPALABA STORE PART TIME POSITION

We are now looking for a part time Administration Assistant to work in our Capalaba store. This varied role involves general office administration, as well as:

- Daily cash count and balancing
- Preparation of daily bank deposit
- Review of weekly timesheets for payroll processing

You will be able to demonstrate a good understanding of the office administration/finance function (including debtors, creditors and petty cash) and be comfortable working with MS Word, Excel and Outlook.

Essential to your success will be your excellent time management skills, strong communication skills and your previous experience in a similar role. You must be available to work Monday to Friday.

In return, we will reward you with a competitive salary package, generous staff discounts, and the opportunity to further develop your professional skills.

All applications are strictly confidential. Please apply via the Jobs section of our website: www.jbhifi.com.au

JB Hi-Fi is an Equal Employment Opportunity Employer



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