

IRONBARK SOFTWARE POSITION PROFILE



Position: Junior Receptionist
Terms: Part Time
Reporting To: Marketing Coordinator & Financial Controller

Position Description:

If you are a junior looking to start your corporate career then this is the opportunity for you.

Responsibilities include:

- Answering incoming phone calls in a pleasant manner
- Greeting visitors
- General administration duties
- Mail & banking
- Catering for meetings

The ideal candidate will possess:

- Excellent communication and customer service skills
- Be well presented, groomed and reliable
- Is enthusiastic, punctual and a team player
- Good typing and computer skills
- Friendly phone manner
- Positive attitude
- Experience not necessary as full training will be provided

Background and Vision:

Ironbark provide a high level of administrative support for clients using Ironbark Software modules. The receptionist is often multi-skilled and is the first point of contact for Ironbark clientele. The receptionist will possess a positive and can-do attitude.

Applicants:

Please send a cover letter and CV to: careers@ironbark.com.au