

Administrative/Accounts Officer

K3 • Direk SA 5110



Not provided



Work type
Full Time



Contract type
Not provided

Job details



Date posted
11 May 2021



Expired On
10 Jun 2021



Category
Construction



Occupation
Other



Base pay
Not provided



Work type
Full Time



Job mode
Permanent

Full job description

About the Business

K3 & CO are a dynamic industry leader in the installation of structural steel across multiple types of projects throughout South Australia. Our strengths are in commercial, industrial, residential and rural projects and we strive to be an innovative leader.

About the Role

K3 & CO are seeking an experienced Administrative/Accounts Officer to join our growing team. This will initially be on a casual basis working 4 to 5 days per week. This will have the potential to transition to a permanent position after completing a probation period.

We're seeking a motivated individual who is happy to be the first point of contact, who is confident, who enjoys working with varied duties and thrives to be challenged. Proven experience in the construction industry will be highly regarded.

Responsibilities & Experience

- Previous experience in an administrative role, preferably in the construction industry (2 + years)
- Previous payroll experience will be of an advantage, however training will be provided.
- Microsoft Office experience
- XERO experience will be highly desirable
- Responsible for processing accounts payable, ensuring all invoices are allocated correctly and paid on time
- Reconciling supplier statements and resolving any queries regarding accounts
- Responsible for setting up credit applications and setting up new suppliers
- Will be efficient in solving enquiries in a professional and friendly matter

via phone and email

- Responsible for reconciling company accounts including company credit cards
- Creating all EOM project invoices
- Chasing overdue debtors promptly
- Will be required to support management with other administrative tasks
- Be willing to learn other tasks
- Answer phones and direct enquiries
- Ordering employee uniforms and PPE
- Organising accommodation
- Ordering stock and stationary
- Outstanding communication skills both written and verbal
- General office duties
- Supporting the projects team to create and manage the setting up of new quoting and project files including preparing all relevant documents, printing drawings and being in communication with our clients

About You

You're encouraged to apply if you demonstrate the following qualities:

- Must have a positive attitude and have the ability to follow instructions
- Must be able to work in a fast paced environment with changing priorities
- Strong organisation and communication skills
- Immaculate attention to detail
- Friendly and professional phone manner
- Team player with a 'can-do' attitude
- Must be able to meet strict deadlines
- Have the ability to work independently and prioritise tasks.

If you have the required skills and experience and are wanting to be a part of a growing team, please email your cover letter and resume to admin@k3andco.com.au