

ADMINISTRATION/ ACCOUNTS CLERK

We have a position available in one of our many departments. The position is for an Administration/Accounts person.

Experience in the following a must:

- Customer Service – Greeting Customers, Taking Customer Enquiries
- Data Entry – Debtor and Creditor Invoices, Purchase Orders, Quotations
- Processing Sales
- Purchasing
- Creating Repair Orders
- Accounts Payable/Receivable
- Assisting Department Managers in General Administration Duties
- Microsoft Office & Email
- Reception

Experience in the automotive industry an advantage, but not essential. Training will be provided in the department. Immediate start required.



Please forward your resumes no later than Friday, 1st July to adis@neisuzu.com.au