



Accounts Assistant

For 30 years Alfatron has been a leading electronics manufacturer in Australia. We pride ourselves on offering quality products and service for our customers. At Alfatron, we value integrity, innovation, professionalism and passion. This is an exciting period of growth for us and we are seeking an enthusiastic Accounts Assistant to join our finance team!

About this role

- Accounts payable processing
- Invoice entry to ERP / MYOB
- Payment entry to banking
- Reconciliations between ERP and MYOB
- Matching of invoices & purchase orders
- Quotation administration, including communication with potential customers to clarify quotation data
- Data collation
 - Translation of customer data into standard format
 - Tracking of quotations through quotation process
 - Management of quotation templates

This role offers the opportunity to grow and develop skills in purchasing/buying support and is a brilliant and rare opportunity to kick start your career in accounts.

About you:

- Experience in a similar Accounts or Administration role would be highly desirable
- MYOB experience
- Purchasing experience (desirable)
- Proficient computer skills, including Excel
- Strong attention to detail
- Excellent communication skills, both written and verbal
- Professional and friendly phone manner
- Strong work ethic and desire to learn
- Proactive, quick to learn and can-do attitude
- Ability to work with multiple computer programs
- Australian Citizenship - must be eligible for the Australian Government BASELINE security check

A dynamic, agile and enthusiastic applicant who has great interpersonal skills and works well in a team environment will suit this role.

As a Defence security clearance is required for this role, applicants must be Australian citizens and eligible to obtain and maintain a Baseline clearance. To learn more about clearances please visit – <http://www.defence.gov.au/AGSVA>

Why us?

- Competitive remuneration
- Professional learning and development opportunities
- Working in a dynamic and supportive team environment

We are committed to ensuring diversity, inclusion and equality are embedded throughout our organisation for the benefit of our customers and our employees. We strive for a positive and engaging workplace where mental health and wellbeing are supported. We welcome applicants from all diverse backgrounds, including Aboriginal and Torres Strait Islander people.

Interested?

If this sounds like you, are you're interested in applying for this exciting role, please send your CV and Cover Letter to our Head of People and Culture, Lauren McCleery at lauren.mccleery@defendtex.com