

## ADMINISTRATIVE ASSISTANT / RECEPTIONIST

Job ID #J68246

### Information for Applicants

#### 1. Review the Job Description

Ensure you review the Job Description for the **Administrative Assistant / Receptionist** prior to submitting your application. The Job Description has additional information about the role as well as outlines the experience/ qualifications required.

Once you have reviewed the Job Description, and your skills/ qualifications and experience reflect the requirements for this position, you can prepare your application.

#### 2.1 Cover Letter

The key to being a successful applicant for any position is your application. Your application plays a vital role in the selection process and is a major tool in how you present yourself. Your application should include:

Your covering letter must include:

- Your contact details – *Name, address, contact details*
- The position name and Job ID #
- Summary of skills, experience, qualifications addressing the criteria relevant to the position

#### 2.2 Qualifications and Experience

You will need to supply evidence on how you meet the Qualifications/ Experience listed below. This can be addressed within your Cover Letter. Ensure each of the criteria is addressed along with specific details of your knowledge and ability to perform each of the criteria listed below.

### Qualifications and Experience

#### Essential

- Provide a cover letter outlining your reasons for applying and addressing the essential qualifications and experience highlighted in the position description
- Employer is considering Fulltime/ Part Time and Casual Applications – Specify Preference
- Formal qualifications in Business Administration or a related field, and/or 1-2 years of experience in an administrative or reception role at an accounting firm or professional services office are highly advantageous
- Must have a current satisfactory National Police check or willing to obtain
- Resume must have contact details for two (2) referees, one of whom is/ was a direct line manager

#### Desirable

- Experience with XERO Accounting Software is desirable but not essential

#### 3. Resume

Your resume should include the following:

- Your contact details – *Name, address, contact details*
- Skills, attributes and abilities
- Employment history – Dates of employment, duties performed / responsibilities etc
- Education / further training
- Relevant positions or activities relevant to employment (eg – community involvement)
- Referee details – *Provide at least 2 work related references*

Once you have read the position description, written a clear, concise and relevant covering letter, resume and addressed the selection criteria, you can send your application to **Gramac Solutions**.

**Please Note – Applications that do not contain a Cover Letter may not be accepted by the Employer.**