



VK LOGIC

Administration Assistant – Accounts & Payroll

A position has become available to join the VK Logic Team as an Administration Assistant – Accounts & Payroll. Reporting to the Administration Manager your main focus will be to administer and assist in providing accurate and timely financial services including, payroll, accounts receivable and accounts payable.

In addition, you will also be required to support the administration team with general administration duties.

We are seeking a self-motivated person, wishing to share their experience and knowledge.

To be successful for this position you will have the following skills and attributes:

- Demonstrated experience in the delivery of payroll and financial services within a medium to large organisation, coupled with relevant experience in performing office administrative duties.
- Appropriate Administration Qualifications will be highly regarded.
- Exceptional computer literacy skills including experience in word processing and the use of Microsoft Office Software Programs.
- Xero knowledge advantageous.
- Proven ability to interpret and apply legislation, policy and procedure, industrial awards and agreements to ensure accurate advice is provided.
- Strong written and verbal communication skills.
- A strong commitment to WHS.
- Current Australian driver licence.

To apply, email your application and current CV to hr@vklogic.com.au with the position title in the subject line.

www.vklogic.com.au