

Are you a school leaver who is looking for a full-time position in Accounts?

Reliable Hire have an exciting opportunity for a school leaver who is wanting to work in an office and learn more about accounts receivable and payable. For the right candidate this position offers the opportunity for long term employment, training and career progression.

Who we are

Reliable Hire is a rapidly growing equipment hire business specializing in modern, late model access and earthmoving equipment to the construction and civil industries. Our success has been attributed to our strong values and a good team culture.

Why Join the Team?

- Competitive salary + super
- Fast paced work environment
- Opportunity for career progression for the right candidate
- Full-time, 38hours per week, Monday to Friday
- Opportunity to learn and develop new skills
- The opportunity for the right candidate to enter into a traineeship after a successful 3-month probation

Key Responsibilities:

- Accounts Receivable
 - Process customer trade account applications
 - Contact customers to notify them of overdue accounts and process payments made at the time of contact
- Accounts Payable
 - Entering creditor invoices
 - Reconciling supplier statements
- Administration and general office duties

Requirements:

- Organisational skills
- Exceptional numerical skills and enjoy working with numbers
- Exceptional communication skills
- Attention to detail
- Good interpersonal skills
- Driven and self-motivated

To apply, please email your resume to cassie.s@reliablehire.com.au