



CASUAL ACCOUNTS/ADMINISTRATION ASSISTANT

We are looking for an enthusiastic person with relevant skills, experience and a good work ethic to join our admin team in Alice Springs. The successful applicant will ideally have administration and accounts experience in the following areas:

- Xero accounting program or other similar online accounts program
- Debtor/creditors accounts reconciliation
- Purchase orders/invoicing
- Answering the phone
- Assisting at reception
- Distributing mail and making deliveries

It is essential to have a current manual drivers' licence in order to fulfil the role.

Hours are flexible and would be 30-38 hours per week.

Indigenous applicants are encouraged to apply.

For a position description, see our website www.nganampahealth.com.au

To apply, send your CV and covering letter by email to stacy.hughes@palya.org.au or fax to 8952 0579 or deliver to 3 Wilkinson Street.

To enquire about the position, phone Stacy on 8950 6826.

Applications close 5 pm, Monday 26th May 2018.