

FINANCIAL ACCOUNTS ADMINISTRATOR

Part time role (approximately 15 - 20 hours per week)

TAURANGA

Our client is a well-established business and is currently restructuring which has resulted in this new role.

Reporting to the General Manager, the role calls for proven experience in a similar position with skills in working with MYOB/XERO/ACE PAYROLL and a person who can multi-task in a small office where flexibility and adaptability are paramount.

The position will be available from 1st November. The remuneration will be discussed at interview.

A job description is available on our website www.drstevensaunders.com

All applications will be treated in strictest confidence.

The closing date for this role is 5.00 p.m. 21st October 2019. Interviews will take place in Tauranga.