

**Reception/Administration Assistant**

**6 Month Contract**

We are seeking to employ a highly motivated person to assist with all facets of administration at our Corowa office. This is a 6-month contract covering April to September 2022, with the opportunity of ongoing employment.

This is a full-time position that would suit a candidate with experience working in a professional practice.

The role requires:

* Advanced knowledge of the MS Office Suite
* Friendly, welcoming phone manner and great communication skills
* Ability to co-ordinate workflow, work to deadlines and follow established procedures
* High attention to detail and accuracy
* Someone who thrives on working in a team environment

Remuneration will be dependent upon skills and experience.

To take advantage of this exciting opportunity, please email your resume to kg@kilara.com.au or mail to PO Box 115 Corowa NSW 2646.

**Applications close 5pm – Friday 25 February 2022.**