

Say hello to a more rewarding career at Vivid

Reception & Finance Assistant I Part Time

- Based in Echuca
- Part-time
- Access to salary packaging benefits

The Reception & Finance Assistant is responsible for:

- Receptionist duties as required including front desk and telephone.
- Coordinating the purchase of consumable and stationery items in accordance with Purchasing and Payment Authorisation procedures.
- Recording and distribution of incoming and outgoing mail on a daily basis.
- Liaising with all Corporate Services staff to ensure the smooth operation of the day-to-day office procedures.
- Liaising with general public and service users.
- Invoicing, receipting and banking.
- Processing client petty cash.

Candidates will be required to meet our safety screening checks, hold a current driver's licence and Working with Children's Check.

Vivid is committed to promoting the safety, participation, wellbeing and empowerment of children.

For more info and to apply go to:

www.wearevivid.org.au/get-involved/careers/

Closing Date: Friday 3 May, 2024

