



Partners: Duncan Plante PNA
Lynne Birtles CA
Chris Ingall CA

PERSONAL ASSISTANT
Full time position.

Duncan Plante & Co has been providing quality accounting & taxation services to clients in Tamworth & across Australia for more than 20 years.

We are currently seeking an experienced and confident personal assistant to join our team to support the Partners and Senior Accountants with all administrative functions. This is a varied and busy role requiring someone with excellent communication and organisational skills, and a pro-active nature.

Role responsibilities include:

- PA Support for the Partners and Senior Accountants
- Document creation and formatting for the Partners and Senior Accountants
- Workflow database maintenance
- Billing tasks

To be successful in the role you must have:

- A minimum of 4 years experience in an administrative support role
- Exceptional client service and communication skills
- Outstanding organisational skills with a high attention to detail
- The ability to multi-task and prioritise
- Outstanding presentation
- A professional & friendly personality
- High proficiency in MS Office, especially Word & Outlook

If you meet the above criteria, please forward your resume to The Practice Manager, PO Box 1496, Tamworth, NSW, 2340 or via email to rpoulier@dpc.com.au by close of business Friday 9 December 2011.