

### **Data Processing Clerk/Administrative Assistant**

We are seeking a casual Data Processing Clerk/Administration Assistant.

- Initially 5-10 hours per week from late July
- Depending on capability, there will be scope for promotion to Finance Officer/Bookkeeper role in 2025 for up to 20 hours per week
- On site southside location
- Highly flexible work hours
- Above award wages

Key skills include:

- Strong keyboard skills
- Competency with Microsoft products, especially Excel
- Reliability
- Attention to detail
- Accuracy
- Willingness to learn
- Experience with accounting packages (such as MYOB)

Due to the limited number of hours, we feel that this role might be particularly suitable for a student, parent with school-age children or semi-retiree.

**Specialists in Digital and ICT Contractor Recruitment**