



Junior Administration/Receptionist FULL TIME POSITION

Tasmanian Stockfeed Services are seeking a student finishing school to assist with duties including:

- Answer, screen and transfer inbound phone calls
- Receive and direct visitors and clients
- General clerical duties including photocopying, and mail
- Maintain electronic and hard copy filing system where relevant
- Open, sort and distribute incoming correspondence
- Maintain office supply inventories
- Coordinate maintenance of office equipment
- Data Entry / Invoicing as directed
- Preparing Documentation for Compliance

Employment would be on a full time basis. Appropriate courses and accreditations will be offered.

Interested students should forward their cover letter and resume by to:
esther@tasstockfeed.com.au

Tasmanian Stockfeed Services
81 Cimitiere Street
Launceston Tas 7250