



Pump
Technology
Services

PUMP TECHNOLOGY SERVICES (SA) Pty. Ltd.

17a Seaforth Ave. ~ Somerton Pk. ~ SA ~ 5044
A.B.N ~ 57 072 650 536
Ph. (08) 8377 0700 ~ Fax (08) 8377 0710 ~ Mob. 0417 677488

1st November 2021

Administration Assistant – Finance Admin Support

Part time - Job share - Immediate start

We are seeking a highly organised administration assistant to join our family owned and operated business servicing the mechanical and electrical industry located in Somerton Park.

The successful applicant will hold the equivalent of a certificate 4 diploma of accounting or currently studying in this area.

The successful applicant would be responsible for the following,

- Accounts Receivable
- Accounts payable
- Payroll
- Bass payments

As a small business entity, the position covers every aspect involved with the running of a business.

The successful candidate will have the skills and demonstrate ability to complete the following duties,

- Exceptional level of professionalism and communication skills
- Possess great organisational skills
- Have a can-do attitude
- Proficient in the use of MS office suite (excel, word, outlook)
- Thrive in a job share environment

Please send CV and cover letter to jeff@pumptechservices.com.au

Kind Regards,

Jeff Bradford

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