

# LEONARDI ACCOUNTANTS

## JOB VACANCY

### Receptionist – Support Assistant



### Job brief

We are looking for a Full Time Receptionist – Support Assistant to join our team. The successful applicant will be responsible for all receptionist and clerical duties at the desk of our main entrance.

The ideal candidate will have a friendly and easy going personality while also being very perceptive disciplined and be able to maintain confidentiality.

### Requirements

- Proficient in English (oral and written)
- Excellent knowledge of MS Office (especially Excel and Word)
- Strong communication and people skills
- Good organizational and multi-tasking abilities
- Problem-solving skills
- Knowledge of basic bookkeeping and accounting packages would be advantageous but not essential. Ongoing training will be provided
- Covid vaccinated

Forward your resume to:-

Leonardi Accountants

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