

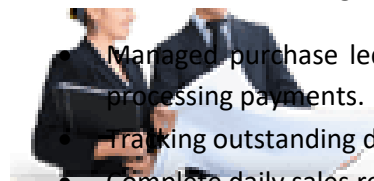
I acquired excellent customer service, good communication, organizing records, attention to detail, analytical and problem solving skills with the ability to work under pressure. I am also able to communicate with people from diverse backgrounds, amiable, flexible, able to work autonomously, multi-tasker, punctual, honest, and compassionate.

I conducted decent research related to customer service and account administration jobs and there were numerous jobs available in the Northern Territories.

While worked at RESIDENTIAL CONNECTIONS PTY. LTD., I was responsible to work as Customer Service Representative and had following duties:

- Responding to customer enquiries via email, phone and social media.
- Providing excellent customer experiences to all internal and external customers.
- Attaining and or exceeding KPI's by giving minimum of 15 accounts per day.
- Maintaining a high level of alertness and professionalism when responding to support needs, requests and queries. Ability to close the sale, handle objections and cross selling.
- Creating and maintaining a good relationship with a various range of different customers.

During my work tenure at TAXPLANNERS PTY. LTD., I executed my responsibilities as an Accountant and Administrator with following core duties:

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- Managed purchase ledger for several legal entities, including registering invoices, coding and processing payments.
 - Tracking outstanding debts and negotiating pay off schedules from the customers.
 - Complete daily sales register and paperwork, and complete bookings and diary management.
 - Processed credit card payments and undertaking accurate data entry duties on Assistant (accounting software).
 - Liaising with the Australian Taxation Office (ATO) and other regulatory bodies when required.
 - Processed incoming and outgoing mail and distributing to the appropriate person within the business.
 - Maintained adequate stocks of stationery and resources to enable the effective operations of the office and the business in general.
 - Screened all telephone calls and responding to a diverse range of internal and external customer enquiries.
 - Minimized penalties and fines client would owe by identifying, creating, uploading, mailing extensions to ATO and organize final responses.
 - Prepared timesheets for payroll and audit purposes.

I made appropriate research related to my field of work vacancies present in the Northern Territory and managed to obtain the following:

Accounts Receivable

Winnellie NT

Full time

Accounts Receivable

Part Time 20 hours per week

Harvey Distributors is a locally owned company supplying cleaning products and equipment for over 35 years.

We are seeking an experienced person to join our team and manage our accounts receivable.

Your duties will include:

- Banking
- Cash Reg Balance
- Eftpos
- Dir Deps
- Debt Collection.
- New Account applications
- Other Admin duties as required


You will need to be a NT resident with a proven track record in this field. We use Attaché software. Experience preferred with this system but not essential. If you want to join a fantastic team Email resumes detailing a brief work history to: **@harveydistributors.com.au Reference will be required at interview. Applications C.O.B Friday 20th March**

ELP
RT WRITING

Administration Officer

West Arnhem Regional Council

[Apply On Company Site](#)

 \$67,075 - \$69,916 a year

Darwin - Full Time

Remuneration Package \$76,813 - \$80,066 (including salary \$67,075 - \$69,916)

6 weeks annual leave

12.5% superannuation

Relocation assistance

This position will provide high quality administrative assistance to support the Service Delivery Team in Darwin in the provision of council service activities across the West Arnhem region.

Indigenous people are encouraged to apply!!

Applications should address the selection criteria as outlined in the position description. Please note that applications that do not address the selection criteria may not be considered.

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8am Monday, 06 April 2020

Administration Officer

West Arnhem Regional Council

[More jobs from this company](#)

ARNHEM LAND & KAKADU

WEST ARNHEM REGIONAL COUNCIL

ADMINISTRATION OFFICER

Darwin - Full Time

Position Objective

This position will provide high quality administrative assistance to support the Service Delivery Team in Darwin in the provision of council service activities across the West Arnhem region.



You will receive:

- Remuneration Package \$76,813 - \$80,066 (including salary \$67,075 - \$69,916)
- 6 weeks annual leave
- 12.5% superannuation
- Relocation assistance

HOW TO APPLY

All applications must be submitted online via our website:

<https://www.westarnhem.nt.gov.au/employment>

Please visit our website to download the position description.

Applications should address the selection criteria as outlined in the position description. Please note that applications that do not address the selection criteria may not be considered.

Should you require further assistance, please phone [\(08\) 8982 9522](tel:(08)89829522) or email vacancy@westarnhem.nt.gov.au.

Subcontract Administrator

 Location: Darwin Region
 Company: Thales Australia Limited



[Apply for this job](#)

Location: Darwin, Australia

About Thales

Thales people provide armed forces customers with operational advantage at every decisive moment throughout the mission. Defence and armed forces customers rely on us to deliver the full range of defence mission systems solutions at land, sea, and air. Our platforms extend across the battlespace including Above and Sonar, Electronic Combat, and Intelligence, Surveillance and Reconnaissance systems.

We're inventing the future, right here, right now, at Thales. We design the critical security solutions of tomorrow by combining the curiosity to explore, the intelligence to question and the vision to create. Together we solve complicated problems by combining our experience in the market with our leading research and development capabilities.

The Opportunity

The purpose of the Subcontract Administrator position is to provide a range of contract administrative functions in the support of the management of subcontractors supporting the ACPB In Service Support Contract (ISSC). This includes development of subcontracts as directed and assistance in the management of commercial aspects of allocated subcontracts including delivery, payment, performance measurement, reporting, variation, costs accuracy and closure.

To be successful in this role you will have:

- Experience in contract management, legal, commercial or project management.
- Good personal skills and ability to communicate in a positive manner.
- Strong capabilities in computer software and technology including the MS Office Word, Excel, Outlook, PowerPoint programs.
- Successful track record in the provision of contract administrative support that has facilitated the delivery of successful project and business outcomes.
- Good organisational and time management skills to operate in a fast paced environment.
- Negotiation, problem solving, communication and adaptability skills.

As a Defence security clearance is required for this role, applicants must be Australian citizens and eligible to obtain and maintain an appropriate clearance. To learn more about clearances, please visit <http://www.defence.gov.au/AGSVA/>

At Thales we provide CAREERS and not only jobs. With Thales employing 80,000 employees in 68 countries our mobility policy enables thousands of employees each year to develop their careers at home and abroad, in their existing areas of expertise or by branching out into new fields. Together we believe that embracing flexibility is a smarter way of working. Great journeys start here, apply now!

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