



EMPLOYMENT SERVICES

QUEENSLAND

ADMINISTRATION MANAGER

Location: Sunshine Coast

Employment Services Qld Pty Ltd is a major supplier of job placement and training services under contract to the Commonwealth Government. Offices are located throughout Brisbane and South East Queensland.

Due to solid growth we are looking to appoint an experienced and motivated person to the position of Administration Manager – a newly created finance/corporate service operations role within the company.

As part of the Senior Management team, your responsibilities will include management of the ongoing financial and corporate service operations of the company including maintenance and oversight of all internal financial operating and reporting systems.

The successful applicant will be able to display comprehensive involvement in both the finance and administration environments and a solid experience in financial records and systems management. A working knowledge of business taxes, and particularly GST, will be highly regarded.

Qualifications in accounting or business are preferred but should not deter any applicant with the necessary experience and background from applying.

We are an equal opportunity employer who seeks to employ individuals who are committed to exceptional service and the achievement of outstanding results.

Should you believe that you can satisfy most or all of the above please contact chairman@esqld.com.au to obtain a more detailed Job Description and Selection Criteria.

Applications close: Wednesday 23rd June 2010