

POSITION VACANT - PROJECTS ADMINISTRATOR

WE'RE HIRING!

At Forefront Services we understand that our greatest resource is our PEOPLE. To help us continue to achieve this, we are currently seeking an experienced Projects Administrator to join our growing Orange based team

Reporting to the Projects Accountant you will be primarily responsible for the customer invoicing process; from job creation through to the compilation of data and final invoicing of projects.

To be successful in this role, you will have an accounting/administration background, a strong attention to detail and exceptional accuracy and organisational skills.

Responsibilities include, but are not limited to:

- Job creation within our Job management software (SimPRO)
- Compiling of data for invoicing
- Reconciliation of jobs to site documents
- Interpreting various contracts and ensuring customers are invoiced accordingly
- Raising customer invoices
- Maintaining customer records
- Assist in the collections of overdue invoices
- Maintaining contact with our site representatives, head office & customers
- Daysheet collation for Sydney projects-based personnel
- Contractor invoice processing

Skills and experience

- Have "can do" attitude and be a great team player
- Possess intermediate to advanced Excel skills
- Good communication skills and interpersonal skills
- The ability to multitask
- Have exceptional time management skills and the ability to prioritise competing workload
- Can work well within a team as well as autonomously

This is a great opportunity for an experienced Projects Administrator to join our Company for this contract period. We will provide a competitive salary package and the opportunity to work with a Company that genuinely values its employees.

CONTACT US

For a confidential discussion,
please contact Nick Leslie on
02 6362 7070.

Please forward your application to
recruitment@forefrontservices.com.au