
OEM DYNAMICS Pty Ltd

POWER TRANSMISSION & HEAT TRANSFER ENGINEERS



SALES OFFICE & FACTORY

7 CONVAIR AVE, BALLINA NSW AUSTRALIA

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Debtors Clerk / Accounts Assistant

Closing Date: Friday, July 22, 2010

Temporary Position of 4-6 months covering maternity leave

The successful applicant will be predominately responsible for carrying out the debt collection duties of the company as well as provide assistance in any accounting / general administrative duties as required. This role is particularly relationship focused and your communication and people skills will be one of your finest assets. No task is too small, as we are looking for someone who is professional, experienced and is willing to take on additional duties as directed.

Hours are negotiable from a minimum of 20 hours. On occasion, your flexibility to work additional hours may be required.

Core Responsibilities:

- Debt collection
- Ensure trade terms are adhered to by regularly communicating with customers regarding outstanding debt matters and resolve payment issues
- Support the Business Support Department including but not limited to the distribution of debtor statements, Accounts Payable, bank reconciliations and petty cash.
- General administration duties as required.

Essential Criteria:

- Demonstrate experience in debt collection, including the ability to communicate effectively and negotiate with customers regarding outstanding payments.
- Strong Excel skills
- Fast learner, self motivated and proactive
- Approachable personality, able to work well in a team environment
- Excellent phone manner
- Proven experience in Accounts
- High attention to detail
- Must be reliable and flexible





How to apply by Email / Post:

1. Respond to all "Essential Criteria".
2. Email your resume and covering letter to:

leesa.donadel@oemdynamics.com.au

OR

Post to:

Business Support Department
C/- OEM Dynamics Pty Ltd
PO Box 5087
BALLINA NSW 2478

