

## Invoice and Data Administrator

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Company: Corporate

Location: Sydney

Category: computer-and-mathematical

### About Us

Endeavour Group was created in 2020 through the restructure and merger of the Woolworths Group drinks and hospitality businesses. With a strong track record of growth, combined these businesses form the leading customer franchise in drinks and hospitality in Australia.

United behind a common purpose of 'Creating a more sociable future together', we are a 28,000+ strong team with more than 1600 stores and 330 hotels nationally, including leading brands such as Dan Murphy's, BWS and ALH Hotels.

Endeavour Group has separated from Woolworths during the calendar year 2021 and is well-positioned as an ASX Top 50 Company. Join the team at an exciting time in their evolution!

### Looking for a place to grow yourself and your career?

At Endeavour, we're totally into what we do. With a portfolio that includes Dan Murphy's, BWS, ALH Hotels, Pinnacle Drinks and more, we love to bring people together. Together we share our passion for our products and industry; it's what inspires us to dream big, and continue to create new experiences for our customers and teams, across Australia.

If you're looking for your next career step and you thrive on positive energy, we want to meet you!

The Invoice & Data Administrator is a key member of the Property team that is responsible for all the occupancy cost invoices and Lease management System (MRI Horizon) data administration tasks associated with the Retail property portfolio and Hotel portfolio for the Endeavour Group.

## **Here's a snapshot of the Invoice and Data Administrator responsibilities:**

Responsible for handing all occupancy cost invoices received from landlords (approx 52,000 p.a)

Ensure all mail received (physically and electronically) is reviewed and sent to workflow accurately to the lease management team and property teams

Responsible for ensuring all utility charges and its calculations are checked for validity and processed in a timely manner

Responsible for attending to enquiries with regards to payments from landlords

Create property record in lease management system (MRI Horizon) for New lease

Update Property and Lease records for variations, options and executed leases

Create and maintain Property record for Subleases

Save lease documents to MRI MCI in the correct format for scanning and data extraction into Horizon.

Check the Horizon data and update clauses that require manual updating.

Secure Lease manager confirmation of the store opening dates and lease commencement dates

On receipt of documentation or advice of a change in landlord or managing agent, check if there is an existing vendor record. If a new vendor record is required, issue standard forms to the vendor.

Compile all required information from the landlord and forward to Finance for Vendor creation/change in the ERPs

Update the vendor information in Lease management system (Horizon) once the vendor has been created /updated in ERPs

## **Now let's talk about you**

Ideally you'll have basic accounting principles, working knowledge, payables experience in

the property sector and ERP systems. In addition you'll have;

Proven Property administration experience

the ability to read and interpret a Lease

Excellent Time management skills

High level of customer service

Experience in dealing with large volumes of transactions

Strong attention to detail and accuracy with proven ability to communicate effectively in both written and verbal form.

Strong business acumen and the ability to work effectively in the team environment

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