

Office Administrator - Leichhardt

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Company: Jb Hi-Fi

Location: Western Australia

Category: other-general

Office Administrator - Leichhardt Apply now Job no: 510398 Work type: Permanent Full Time Location: NSW - Metro Categories: Customer Service, Administration & Operations

About Us JB Hi-Fi Group is one of Australasia's largest and most trusted retailer groups. Specialising in consumer electronics, home entertainment, small appliances, and white goods. JB Hi-Fi's Purpose is to 'Help People with Better ways to Live, Learn, Work and Play'. We want to – own the tech and entertainment space, grow our customer base and support our people to be the best and deliver the highest quality service! This is at the heart of our business, and we want you to be a part of it!

Why join JB Hi-Fi? We have a supportive and inclusive team that embraces individuality and diversity We are one of Australia's most iconic and trusted brands, with a rich history in the consumer retail industry You will have exposure to ongoing training & development opportunities from day one We offer fantastic long-term career opportunities across the broader JB Hi-Fi/The Good Guys Group Did you know the JB team support vulnerable communities by making donations to our Helping Hands workplace giving program. Every dollar our team donates, JB matches and together we have donated more than \$35m to our charity partners to make a meaningful difference to the social and environmental issues that our people are passionate about We offer generous team member discounts across a range of products as well as a leading commission structure for sales positions We offer flexibility, 12 weeks' paid parental leave, novated leasing, Employee Assistance Program and more

About the role As an Office Administrator, you will have the opportunity to perform administrative and other duties, ensuring the support of store effectiveness and delivering to the needs of our customers, including: Daily cash

count and balancing, preparation of daily bank deposit and review of weekly timesheets for payroll processing
Developing and maintaining accurate employee records ensuring that all required documentation is compliant and securely stored
Supporting the implementation and effective operation of any process improvements that occur within the store
Accurate reconciliation of store expenses and in store accounts
About you
Excellent time management skills, strong communication/interpersonal skills
You will be able to demonstrate a good understanding of the office administrator/finance function (including debtors, creditors and petty cash)
Comfortable working with MS Word, Excel and Outlook
You will be an agile learner, actively learning when facing new situations, but also adapting your approach and styles to suit different situations
JB Hi-Fi Limited is an equal opportunity employer committed to providing a work environment that promotes diversity and inclusion. If this opportunity excites you (even if you feel that you don't meet 100% of the criteria) – please don't hesitate to apply!
Advertised: 12 Apr 2024 AUS Eastern Standard Time Applications close: 12 May 2024
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