



### **Administration Assistant**

- **Beresfield location • Further career opportunity**
- **Diversified role with growing National Action Sports Distribution Company**
  - **Negotiable package**
  - **Permanent Part Time**

Lusty Industries PTY LTD is a fast growing National Distribution Company that supplies the Action Sports Markets Australia Wide.

A Vacancy exists for a bright, motivated and self-reliant individual to work under the Administration Manager to assist in the day to day operations; these include but are not limited to:

- Reception duties
- Intermediate level skill in MYOB
- Weekly time sheet processing
- General administrative tasks, including word processing, filing photocopying, faxing, mail, email
- Prepare various documents reports and correspondence
- Liaising with clients via phone and email
- Bookkeeping including data entry, invoicing, accounts receivable, accounts payable and accounts reconciliation
- Business banking
- High level of customer service
- Receive and make in-bound and out-bound sales inquiries
- Assist with warehouse inventory management and freight logistics

As the first point of contact for the company you will need to be well presented and have a passion or knowledge of the Action Sports Industry would be beneficial but not essential. You will need to be someone who is able to work independently and willing to roll your sleeves up to get the job done. You will be part of a small passionate team of youthful and vibrant employees in a progressive and Dynamic Industry.

**To be considered for this position please email your application to [hr@lustyindustries.com](mailto:hr@lustyindustries.com). Ideally we are seeking an immediate start and only those applicants who are suitable experienced will be contacted.**

Application Closes 1<sup>st</sup> July 2011

