



PO BOX 439 KARRATHA
Phone: 9185 6383 Fax: 9185 6957

Position Description
Accounts Clerk
Join the racing team?

Responsibilities:

- Accounts reconciliation
- Accounts side of buying and selling fleet vehicles
- Work with accounts receivables helping with phone enquiries and account applications
- Compile profit and loss statements
- Other duties as required

Employment Conditions:

- Full time minimum 12 month contract (ongoing renewable contract).
- Uniform supplied, after probationary period.
- Flexible hours, 8:00am – 4:00pm Monday to Friday
- Bonus applies at contract completion.
- Professional well groomed image.
- Monthly rostered day off.
- Attractive pay rates to be negotiated with suitable applicant.
- 3 months probation.

Minimum Requirements:

- Minimum C class license
- MYOB experience essential
- Microsoft excel and general computer knowledge
- Self motivated & good communicator
- Excellent customer service skills
- Professional and friendly telephone manner

McLaren Hire offers opportunity of advancement within our establishment to suitable employees, when available.

Applications and enquiries to hr@mclarenhire.com.au or Claire Embleton 08 9185 6383