



Administration Officer

An important full time role within a busy financial planning office involving a wide range of secretarial and support tasks. The role includes reception duties, assisting with transactional processing and the maintenance of client and administrative filing systems and data bases, excel and word processing and extensive interaction with clients and colleagues. Must be comfortable in a highly IT dependent environment.

Applicants with bookkeeping skills/experience in a professional office would be highly regarded. Applications from motivated school leavers with appropriate skills would also be welcome.

Capricorn Investment Partners Limited is a rapidly growing financial services firm, based in Rockhampton. Find out more about us at www.capinvest.com.au. A Position Description is available from our office by phoning 4920 4600 or Email below.

Applications, addressing the key selection criteria must reach our office by close of business on Friday 20th January at 5pm.

General Manager
Capricorn Investment Partners Limited
PO Box 564
ROCKHAMPTON QLD 4700
AFSL: 237435
ABN: 26 095 998 771

email: chris_obrien@capinvest.com.au