

Receptionist/Accounts Receivable | Full Time Role

This is a unique opportunity for a vibrant Receptionist/Accounts receivable to provide exceptional support to our loyal clients on a full-time basis.

About the company

Baxters are Australia's most respected distributor of auto electrical parts into the heavy-duty, fleet, mining and industrial markets. We also supply original equipment (OE) to many of Australia's heavy vehicle manufacturers. We have 40 years' experience and represent some of the industry's leading brands as well as design and develop electrical solutions for end users.

About the role

We offer a unique opportunity for a vibrant and passionate **Receptionist/Accounts Receivable** to provide exceptional support to our loyal clients on a full-time basis

Duties & responsibilities

- General Administration Duties
- Internal Switchboard and Liaising with other Baxters branches
- Receiving and actioning customer email and phone enquiries
- Mail distribution
- Accounts Receivable tasks

Skills & experience

- 2-3 years of Accounts Receivable **and** customer service experience
- Confident, friendly and professional phone manner
- Ability to work in a team environment
- Ability to work in a fast paced environment
- Strong working knowledge of Word, Excel and Outlook
- Organized, accurate and able to multi-task
- Strong written and verbal communication skills
- Willingness to learn and develop new skills

Benefits & culture

- Free parking on site for all staff
- Caring, inclusive and supportive culture
- Baxters is part of Bapcor, Australasia's leading provider of aftermarket parts, accessories, equipment and services

To express your interest in this role 'apply now' via SEEK with your resume attached.