

Applications welcome **Apply now**

CLIENT SERVICES COORDINATOR



**LEADING GOULBURN VALLEY
FINANCE FIRM**

MB+M are looking for our next Admin superstar

You will work with a team of people providing services that will build and sustain a client's business.

You will care for and coordinate administrative tasks related to client services provided by the accounting team.

Our goal is to allow the accountants to focus on real accounting services and for you to ensure our clients are delighted with our services.

Key Attributes

Some key attributes for this role include:

- Managing client correspondence
- Coordinate client meetings
- Collation of client information
- Liaise with the ATO, ASIC and other government bodies on behalf of clients
- Client database maintenance
- Liaising with advisors, clients and our network partners
- Contribute to ongoing Systems and Process Development

Skills + Experience

For this role you should have:

- 2-3 years office administration experience*
- Excellent skills in Word, Excel + Outlook
- Understanding of basic accounting + tax terms would be helpful but not essential
- Excellent organisational and time management skills
- Strong written and verbal communication skills
- Exceptional client service
- Initiative to proactively address client requirements and generate solutions
- Ownership of your work and meet deadlines
- Computer skills including Microsoft Office

*Accounting office administration experience highly valued but not essential

Work with a team that can transform your future
Upload your resume today



www.mbmgroup.com.au/careers



03 5821 9177

contact **Kali Frost**, HR Manager
for a confidential discussion or further information



making your life easier

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ABOUT MB+M

Based in Shepparton, MB+M is one of the largest accounting firms in the Goulburn and Murray Valleys. We offer a range of accounting, tax, and business advice to a wide range of clients.

Currently, we are experiencing considerable growth and need to add to our 40-plus team.

Our team is a fun-loving, sociable bunch and we would love for you to come and join us. We have a number of positions available.



MB+M is a great place to work



See what the team have to say

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