



KK PARTNERS GROUP
CHARTERED ACCOUNTANTS

Position Available: Receptionist

About the Business

KK Partners Group are a CA practice providing accounting, taxation and business advice to small and medium business and individual clients. We are conveniently located on cosmopolitan Bay Street in Brighton, within walking distance of public transport, shops, cafes and restaurants.

We are a young, dynamic team working in a fun, relaxed environment complete with automatic coffee machine, fruit deliveries, regular company functions and casual Fridays.

The Role:

In this role as a Receptionist, you will be assisting our Senior Accounting & Administration Teams in the following duties:

- Answering incoming phone calls
- Greeting clients
- Maintaining office supplies and staff amenities
- Entering of practice disbursements
- Processing outgoing mail and mail delivery
- Organising catering/refreshments when required
- Filing, scanning and archiving
- Supporting accounting and administrative staff
- Maintaining reception, administration and kitchen area

What Skills and Experience we will require from you:

- Knowledge of MS office suite (Outlook, Word, & Excel)
- Ideally Professional Firm Experience
- High attention to detail
- Good verbal and written communication skills
- The ability to work independently: prioritise and multitask
- Willingness to learn and develop in the role
- We can provide on the job training for the right junior applicant

This role could be altered to part time hours for the right candidate. Please advise in your cover letter if you wish to discuss this option.

KK Partners Group

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