

Holmans Pty LtdLevel 1, 253 Gympie Terrace
PO Box 222

Noosaville QLD 4566

ABN 50 017 637 821

ACN 108 110 667

P (07) 5430 7600**E** info@holmans.com.au**Holmans Maroochydore Pty Ltd**Suite 8/61- 63 Primary School Court
PO Box 6070

Maroochydore BC Qld 4558

ABN 47 129 427 452

ACN 129 427 452

P (07) 5451 6888**E** infohm@holmans.com.auwww.holmans.com.au

Join the Holmans Team:

We're Hiring a Senior Administrator / Client Service Coordinator

Calling all Admin Superheros! We are a reputable long established 4 partner Accounting firm based on the Sunshine Coast. We have an opportunity for an experienced Senior Administrator/Client Service Coordinator who will be an integral employee supporting a team of 3 and who is also open to having a lot of fun along the way!

Our growing team pride ourselves on providing exceptional service and advice to our clients and going the extra mile. We genuinely care for our clients and work together with them in their businesses. We are motivated, professional and work collaboratively to achieve results. We are looking for an amazing admin superhero to come on this journey with us. This is a unique opportunity for a person with a passion for customer service and a high attention to detail.

Your responsibilities will include:

- Providing a high level of administrative support to our wonderful team of accountants striving to be the best in their industry
- Carry out integral duties such as client liaison which is of utmost importance to the firm

At Holmans we understand that your career is just one part of your life and aim to provide a supportive and friendly environment.

A little about us:

- A friendly and supportive team which are the backbone of our positive work culture
- A commitment to ongoing development and training - so we understand and support you to get where you want to go
- A diverse range of tasks, you will never know what each day will bring, and you will never get bored.
- The flexibility to work from home
- Regular team events and social functions

A little about you:

- You enjoy a busy and varied role
- You've got a focus on people and you're a natural at building relationships with the team and your clients
- You excel in communication and enjoy building a bond with those you interact with

- You are self-motivated, organised and can multi-task with ease
- You are curious, driven and have a professional work ethic
- You are a problem solver and have an impeccable attention to detail
- You have initiative and previous experience working in an Accounting Practice
- Have a positive attitude and willingness to work hard and grow with our team
- Most importantly, we are looking for someone who has a personality and who does not take themselves too seriously.

This is a rare opportunity to work in a reputable long standing Sunshine Coast firm alongside an amazing team of people and clients. This opportunity is not to be passed up. If this role appeals to you in any way apply now, we might be the perfect match for each other.

Position Description

- Senior administration support to a partner of the firm
- Responding to prospective client calls and quoting on work assignments.
- Establishing legal structures for clients including Companies and Trusts and registering with applicable government organisations
- Liaising with solicitors selling agents and finance brokers in relation to status of work assignments
- Monitoring work assignment deadlines to ensure these are met on time
- Setting up working files for client assignments, booking onsite appointments, and organising and booking travel arrangements
- Drafting, reviewing reports
- Set up working files for other ad hoc reporting/jobs as required
- Overview and assistance with management of the team's workflow including generation of information request email automations and liaising with team members and clients as required
- Collation of report documentation including drawing reports from client bookkeeping files, ATO reports etc
- New client setup and management of client profiles across multiple systems, ensuring all client data is accurately and diligently updated across our systems as well as government platforms
- Assistance with annual fee proposal and workflow planning tasks including following up clients for responses to quotes, information requests & setting up jobs as required
- **Proactively** assisting the team to be as efficient and effective as possible in providing the best possible service to our clients and stakeholders