

Real Estate Accounts Clerk

- Full - time
- Positive environment
- Interesting, rewarding and challenging position

Fletchers, a leading Victorian real estate firm, is looking for a bright and vibrant person to join our Financial Services team in the role of accounts clerk to start as soon as possible to work in its head office in Canterbury.

Day to day activities include but are not limited to: data entry, receipting, drawing cheques, reconciliations, advertising costings, banking, end of month and general office duties.

The successful applicant will ideally have previous Real Estate experience dealing with trust accounting, strong attention to detail, time management skills, be a team player and have the ability to prioritise. They will possess good communication and numeracy skills. Experience with RP Office (MOM), Console and MYOB will be looked upon favorably.

Please email a covering letter and your resume to Jacqui Litvik ASAP.

To email your application please click the "Apply Now" button below.