

Permanent Part Time Job - Receptionist / Secretary / Office Manager

Syndetic designs and manufactures hi-tech electronic equipment.

We are looking for a person to join our team. Responsibilities would include accounts payable, invoicing, payroll, goods-in, filing, shipping and many other day to day duties.

We are looking for a person to work for portion of each day to keep things moving but we also understand that a parent will need days off from time to time to participate in their children's school activities.

Please apply to Frank Thomson. Frank.thomson@syndetic.com.au 07 3255 8900