



## CAREER OPPORTUNITY

### JUNIOR RECEPTIONIST/CLERICAL ASSISTANT

- **Adelaide CBD Location**
- **Career Minded Person Required**
- **Must be willing to undertake Insurance studies**
- **Must have own Car**

**Barker Meier** Insurance Brokers Pty Ltd are a niche General Insurance Broker with offices located in Adelaide and Melbourne. Operating since 1991, **Barker Meier** continues to grow in every aspect of its business.

**Barker Meier** is seeking an enthusiastic and professional individual to join their team as the first front line of our fast paced customer service area. This person will be the first line of contact both over the telephone and in greeting our visitors to our busy office and will also provide administrative support to Senior Management and colleagues as required.

**Barker Meier** provides its staff with career opportunities. The successful applicant must be willing to undertake insurance studies and be willing to progress over time into our insurance broking division.

Do you have the qualities **Barker Meier** are looking for? The successful applicant for this challenging role must have and show the following skills:

- Excellent Communication Skills
- Professional in appearance and attitude and the ability to work within the Corporate Arena
- Confident, outgoing and the ability to multi-task and deal with many clients at one time
- The ability to manage a busy reception area
- Proficient in using Microsoft Word, Excel, Outlook and Explorer
- Petty Cash Reconciliation, Mail Distribution, Stationery Orders, Banking, etc.
- General administration duties as required
- Previous reception experience highly regarded
- Must have own Car

If you believe you have what it takes to succeed in this position and are looking for a new challenge, we want to hear from you.

Simply email your resume and a covering letter detailing why you will be successful in this role to the General Manager at [careers@barkermeier.com.au](mailto:careers@barkermeier.com.au) or in writing to PO Box 7053 Hutt Street, Adelaide, SA, 5000.

Forward your application early to avoid disappointment.

For further information about **Barker Meier**, visit us at [www.barkermeier.com.au](http://www.barkermeier.com.au)