



Belmore's Wealth Management Yarrowonga

Administration Officer

New Year ! New Job !

Due to continued growth in our business we have an opportunity for an **Administration Officer** to join our team.

Your role will work with our Financial Planners in a range of administrative duties.

- Are you flexible and adaptable to change?
- Would you enjoy performing a variety of financial calculations relating to investments, superannuation and Centrelink?
- Are you well presented and able to communicate effectively with a wide range of people?
- Do you have strong computer skills and enjoy looking for better ways to do things.
- The ability to combine work and part time study in finance

The role offers an opportunity to join an energetic and dynamic local business
Applications close Dec 19th

Email your resume in the first instance with your cover letter to:

Email: belmore@belmores.com.au

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