

**Praxa Careers**  
makes perfect ...sense



## Receptionist

- **Strong reception and administration experience**
- **Salary circa \$40K package**
- **Immediate start**

CDC Praxa, part of the CDC Australia Group, is a leading Australian IT services company with over 27 years of successful software delivery experience. With offices across Australia, CDC Praxa is dedicated to providing innovative business solutions to its clients and has a reputation for providing true value to its customers.

An exciting opportunity exists for a self-driven individual to join our Sydney team as a Receptionist based at our North Ryde offices. In addition to Reception responsibilities, we are seeking someone who is keen to take on additional tasks in administration and accounts. You will thrive in a fast-paced, dynamic environment and enjoy a challenging and varied role.

Your key responsibilities include:

- Answering and directing telephone inquiries
- Timely delivery of messages via Outlook
- Announcing phone calls as necessary and greeting all visitors
- Co-ordinating all deliveries and incoming faxes and sorting of incoming mail
- Assisting with invoicing, purchase orders, end of month processing, debtors follow up and accounts data entry

You will possess a keen customer service focus and the ability to communicate effectively at all levels. A self starter with a keen eye for detail, you possess strong organising skills and are adept at managing multiple priorities to deadlines. Prior reception or administration experience is essential, as is proficiency in the Microsoft product suite. Experience using Great Plains would be highly regarded.

If you would like to work with an innovative team of professionals in a vibrant company with an open and supportive culture, please forward your application, detailing in your resume how your skills and experience are relevant to this position to [human.resources@praxa.com.au](mailto:human.resources@praxa.com.au)

