



Client Services Officer

An opportunity has arisen to be a member of our financial planning practice. This is a permanent, full-time position to be based in our Leeton office. We are seeking a Client Services Officer to commence ASAP.

Your Skills and Qualifications

This position requires that you possess the following skills:

- Previous experience in an administration role would be preferable
- Excellent client service with well-developed communication skills, both written and verbal
- Ability to work on own initiative, plan and organise workloads to effectively meet deadlines
- Strong organisational and planning skills
- A desire to develop and improve your knowledge of the Financial Services Industry through continual learning and professional development.

Your working day

Your key role will be to assist the Financial Planners with general reception duties and providing accurate and efficient administration support across the wider team.

- Management of phone calls and walk-in clients
- Diary, task and workflow management
- All aspects of client management

We are looking for someone who is well-groomed, organised, self-motivated, outgoing, has a lovely telephone manner and has exceptional attention to detail skills.

Forward your resume with a covering letter to PO Box 1245 Griffith NSW 2680 or email it to leeton@fletcherfinancial.com.au

www.fletcherfinancial.com.au