



ACCOUNTS PAYABLE AND MORE!

ECONSTRUCT are WA's Market Leaders in Quality Ecological Construction.

This award winning boutique building firm are looking for an experienced *Accounts Payable* who pride them self on meticulous account keeping skills.

In this role you will:

- Enter purchase orders and invoices.
- Generate prompt payments.
- Be a point of contact for account related queries.
- Maintain good working relationships with our suppliers and subcontractors.
- Orchestrate End of Month processes.
- Report to the General Manager on Accounting matters.
- Relieve Payroll as required.
- Operate within MYOB and Microsoft Office.

In addition to the Accounts Payable duties, there will be the opportunity to break away from the computer and be involved in some interesting Public Relation tasks including sourcing Ecological Products and Suppliers.

The ideal applicant will have a minimum of 5 years experience in a similar role. Exposure to the building industry will be an advantage, however this is not essential. Your success in this role will be determined by your attention to detail and friendly disposition.

Your thorough approach will be rewarded with a fantastic salary, free parking, ongoing training, opportunities for promotion, a bonus scheme *PLUS* other incentives. As a member of The Econstruct Team you will also be given the opportunity to participate in team based charity activities if you wish.

To find out more about Econstruct visit: www.econstruct.net.au

Please forward your resume to:

The HR Manager
Econstruct
PO Box 3129
Myaree WA 6154

or

contact@econstruct.net.au

Applications close May 5th 2008.

