



ADMINISTRATION / PROJECT OFFICER

- ✍ Full time or Part time position
- ✍ Immediate Start
- ✍ Be part of a growing IT team

We are a growing IT Development Company working with innovative and exciting projects. We require a skilled individual who has excellent organization and communication skills to join our team providing both administrative and IT Support.

Duties will primarily involve updating project information, providing administrative and reception support to the IT team and other general office duties. Microsoft Project experience or knowledge is an advantage but not essential. Training will be provided for the right person who can demonstrate effective problem solving skills, has an outgoing and professional personality and the ability to multi-task effectively.

Your application should include a brief resume and a letter outlining a situation which demonstrates your ability to learn and/or multi-task.

Please submit your application ASAP as we are looking for an immediate start.

OBT

Attention: Tony Banks

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Applications close 30th of September 2004