Join the Billabong Sanctuary team as a Part Time Administration Assistant

Are you highly organised, detail-oriented and looking for a role where your administration and accounts skills can make a real difference? Join Billabong Sanctuary and become part of a passionate team supporting one of North Queensland's most iconic wildlife attractions.

About the Role

As the Administration Assistant, you will play an important role in supporting the day-to-day administrative and financial operations of Billabong Sanctuary. Working closely with the General Manager and the wider management team, you will assist with administrative tasks, accounts payable and accounts receivable functions, record management, data entry and general office tasks to help ensure the business operates efficiently and effectively.

This is a part-time position with a minimum engagement of 15 hours per week.

Key Responsibilities

- Provide administrative support including document preparation, filing, record management and data entry.
- Assist with accounts payable and accounts receivable administration.
- Process invoices, maintain financial records and reconcile account information.
- Monitor outstanding accounts and follow up payments in accordance with Company procedures.
- Maintain accurate supplier, customer and business records.
- Assist with preparing reports, correspondence and administrative documentation.
- Support compliance with Company policies, procedures and record-keeping requirements.
- Liaise professionally with suppliers, internal departments and stakeholders as required.

About You

You'll bring:

- Previous experience in an administration, accounts or office support role.
- Strong attention to detail and a high level of accuracy.
- Excellent organisational and time management skills.
- Sound numerical and data entry skills.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office, particularly Outlook, Word and Excel.
- The ability to manage confidential information professionally.
- The ability to work independently while contributing positively to a team environment.
- A proactive and reliable approach to work.

Desirable

- Experience with accounts payable and accounts receivable functions.
- Experience using accounting or financial management software.
- Certificate III or higher in Business Administration, Accounting, Finance or a related field.

Why Join Us?

- Be part of a respected and growing tourism and wildlife organisation.
- Flexible part-time employment.
- Supportive team environment.
- Ongoing training and professional development opportunities.
- Discounts across CaPTA Group attractions.
- Access to our Employee Assistance Program (EAP).
- Opportunities to contribute to the continued success of Billabong Sanctuary.

Apply Now

If you are an organised administration professional who enjoys working with numbers, maintaining accurate records and supporting business operations, we would love to hear from you.

Please submit your resume and a cover letter to hr@capta.com.au outlining your suitability for the role. Applications without a cover letter will not be considered.

Join Billabong Sanctuary and become an important part of the team behind one of North Queensland's most loved wildlife attractions.