

RECEPTIONIST/ADMINISTRATION OFFICER

- Be the “face” of a highly successful technology company
- Eastern suburbs location
- Combine your people skills with administration experience in accounts payable and receivable

The Company

Ultradata is a leading supplier of financial technology solutions in the banking and financial services industry. Since its establishment in 1977, Ultradata has successfully completed thousands of technology projects within the sector, and opened up offices in Australia, Malaysia and New Zealand.

With over 80 clients in Southeast Asia and the Oceania region, and a long track record of innovation in the core processing and digital banking technology space, Ultradata now enjoys the largest footprint in core banking, lending, and digital banking.

About the Role:

Ultradata is looking for a Receptionist/Administration Officer to join our Finance and Administration team. This position is responsible for providing a positive, first impression for callers and visitors to Ultradata’s Corporate Head Office. As the first point of contact, the role requires a professional, efficient, attentive and cheerful image at all times. The role is also responsible for accounts receivable, accounts payable and general administration functions across the business. This is a full-time permanent role based in East Malvern, Victoria.

Specific accountabilities will include:

Reception and Administration:

- Initial point of contact for all visitors to Ultradata Melbourne Head Office ensuring that corporate standards and image are maintained at all times
- Switchboard operations
- Travel Co-ordinator activities including booking of flights and accommodation
- Support call coordination including call management and documentation
- Other administration activities including managing client invoices, courier bookings, managing meeting rooms, etc.

Account Payable and Receivable:

- Full accounts payable ledger management and supplier maintenance
- Processing and account coding for all supplier invoices and expense claims
- Regular and ad hoc payment run processing
- Manage receivables ledger and proactively follow up on late or overdue debts and escalate where necessary
- Daily reconciliation of bank accounts including processing and allocation of cash receipts
- Investigate client payment or billing queries and liaise with relevant internal staff to resolve or escalate

The ideal candidate:

- Certificate in Administration/Business Studies/ Accounts

- Significant commercial experience in accounts receivable and accounts payable and general accounting support
- Extensive experience in reception and office administration in a corporate environment
- Exceptional client service, effective communication, strong interpersonal skills, and ability to deal effectively with people at all levels
- Accuracy and attention to detail
- Punctuality and reliability
- Computer skills (Intermediate level Microsoft Excel, Word & Outlook)
- Excellent presentation and grooming
- Ability to multi-task, prioritise, and meet conflicting deadlines
- Must be willing to work from the office every day

*Only those candidates will be considered who can provide evidence that they are fully vaccinated against COVID 19