Are you organised and friendly?

We're on the lookout for a Receptionist to join our Armidale team. You'll be the friendly face and helpful hand that keeps things running smoothly in a busy, professional environment.

What's In It for You?

• Supportive team environment – learn from people who want to see you succeed

• Be part of a values-driven firm – Integrity, Pride, Diversity, Teamwork, and Energy

What Will You Be Doing?

• Welcoming clients and answering phones with a warm, professional manner

• Providing admin support to our accounting and support teams

• Managing emails, filing, data entry, and document handling

• Assisting with meeting prep and general office tasks

• Learning as you go – we'll train you on the systems and tasks you need

Who Are We Looking For?

• Friendly and approachable with a "can-do" attitude

• Organised and keen to learn new things

• Comfortable using a computer and willing to be trained on new systems

• Reliable and ready to be part of a supportive team

Ready to Start Something Great?

We'd love to hear from you.

Send your resume and a short cover letter to hr@rm.net.au