



T: 1300 368 553 E: [admin@panalysis.com.au](mailto:admin@panalysis.com.au) W: [www.panalysis.com](http://www.panalysis.com)

## Position Description

**Position Title:** Office Administrator – Part time

### Aims

Panalysis is a leader in web analytics and internet marketing in Australia providing consulting services as well as sale and support for web analytics software. Our product range includes Google Analytics, Urchin and ClickTracks. Panalysis also provides search engine marketing and optimisation services.

We are seeking to employ a suitably qualified person to provide office administration services to the company. The position is a part time position with flexible working hours. Parents of school aged children looking for work that fits in with the school day and holidays are encouraged to apply.

### Your Role

As Panalysis is a small company the position will perform a wide variety of duties. These will include (but not be limited to):

- Assistance in preparing quotations and proposals
- Invoicing and accounts payable
- Data entry and customer record management
- Perform general duties to ensure the smooth running of the office
- Other duties as instructed

This position will be subject to initial 6 month probation period and quarterly performance reviews.

### Essential Criteria

The successful applicant will have:

1. Excellent written and verbal communication skills
2. A good phone manner
3. Excellent organisational skills
4. Proven administration skills
5. Excellent computer skills in Windows and MS Office
6. Experience with researching and finding information on the internet

### Desirable Criteria

1. MYOB experience will be highly regarded
2. Previous experience with an internet related company

### Remuneration

An attractive remuneration package will be available based on skills and experience

### Enquiries

Rod Jacka 1300 368 553 [rod@panalysis.com.au](mailto:rod@panalysis.com.au)

### To Apply

Please forward your resume with at least two professional referees to the above email address or to Admin

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