



Australian Boom & Scissor Lift Pty Ltd
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Administrator/Secretary

Australian Boom and Scissor Lift Pty Ltd

About the business

Boom and Scissor Lift Rental Company that has been established for twenty two years. Hiring access equipment in the Sydney Metropolitan area.

About the role

The role of the employee is to answer the phones, reply to online enquiries, allocate machines for hire and debt collection

Benefits and perks

Work as part of a small business that is offering Monday to Friday work from 9am to 2pm. Work together as part of a close team of twelve staff.

Skills and experience

Previous experience in the rental industry would be great, however it is not essential. Be competent in using a computer and phone system. Good phone manner and be friendly to callers. You must be able to apply yourself to chase outstanding debts to the business when required.

Please respond by emailing, joel@abslift.com.au