



Operational Support Officer

GOLD COAST opportunity

StrataMax Services is looking for a customer focused and dynamic person to support our range of products, from management and accounting software to payment services and bank accounts. This is a fantastic career opportunity for an energetic and highly motivated person to join the leading software provider to the Body Corporate and Strata Management industry.

You will be responsible for taking incoming calls on our help desk and assisting clients in all aspects of our operations. Your problem solving skills will be used in situations as diverse as fixing bank reconciliations to printer configuration and network problems.

To be successful in this role you will have:

- A good understanding of accounting practices;
- Intermediate to advanced PC and Microsoft Office skills;
- Excellent English – both verbal and written;
- Experience in problem solving.
- We are very customer focused, so a great phone manner is essential.

We are looking for an exceptional person that can pick up new things easily and work under pressure to meet deadlines. For the right person, we offer an environment full of different, interesting and challenging work with a great team and clients that appreciate the help you provide.

Body Corporate and BCMax experience is preferred but not necessary.

If you meet the above requirements, enjoy working with information technology, love helping people and want to learn new skills every day then this job is for you.

Please email your resume and cover letter to **info@stratamaxservices.com.au**