



Application Support Administrator

Gold Coast Opportunity

MaxSoft is looking for a customer focused and dynamic person to support our StrataMax range of products which is primarily management and accounting software. 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.

Being a member of our Support Service Desk, you will be responsible for receiving incoming calls and emails, and assisting clients in all aspects of our operations. Your problem solving skills will be used in situations as diverse as fixing bank reconciliations and printer configuration.

In order for your application to be accepted for this role you must have one of the following:

- A basic understanding of Accounting Practices
- Competent in Windows and MS Office

To be successful in this role you will have:

- Excellent Customer Service skills
- Enjoy Problem Solving
- Excellent Communication Skills – both verbal and written.
- Strong Time Management skills
- Highly Organised
- A Willingness to Learn

We are looking for an exceptional person who 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, a great team and clients that appreciate the help you provide.

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. You can email your resume and covering letter to **scott.julian@maxsoft.com.au**.