

Portfolio Administration Officer

Six months Parental Leave replacement position.

Strategem Financial Group is a well established tax, accounting and private wealth management firm in Bendigo and has provided trusted financial advice to a diverse client base for over 40 years.

- Professional environment with Business Excellence Principles
- Strong training & development culture
- Diverse multi skilled team
- Innovative systems & software

We are seeking an Administration Officer with an eye for detail, accuracy with figures, grammar and writing skills to provide timely support to the Investment Services Team. As an Administration Officer you will also be required to be a team player with sound computer literacy including knowledge of Word, Excel and Microsoft products.

Experience in the following areas would be highly regarded:

- Financial portfolio administration
- Knowledge and understanding of share markets and banking administration
- Experience in using Praemium
- Data entry and reconciliation

This position is a six month Parental Leave replacement position. A suitable Remuneration package will be negotiated.

For a copy of the position description and further information on how to apply, visit the careers section at www.strategem.com.au Confidentiality assured.



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