



## Permanent Receptionist Position

LPC Trading Pty Ltd is a progressive family business producing stock feeds and eggs in the Young (NSW) area.

We require a full time Receptionist to join our busy administration office.

The successful applicant must be well presented, motivated, have excellent customer service skills and confident with all Microsoft windows applications. On-the-job training will be provided for any company specific software.

We would consider an experienced administration assistant or someone who is interested in completing a traineeship in Certificate 3 in Business Administration.

We may consider a part-time position for the right person.

***Candidates who apply must not have any access to any type of bird or pig in their own residence for quarantine purposes and is a condition of employment.***

If you are interested in this job, please email your resume to [hr@lpctrading.com.au](mailto:hr@lpctrading.com.au) or call Narelle Tate on (02) 6383 7222 for further information.

Applications close on 24<sup>th</sup> June 2022