



Admin/Receptionist with IT Knowledge

Location: Wangaratta, Victoria
Employment Type: Part-Time or Full-Time

About Us

Wangaratta & Indigo Computers is a leading IT services provider, delivering exceptional support to consumers and businesses across North East Victoria. We're a dynamic team that thrives on solving tech challenges and providing excellent customer service.

What You'll Do:

We're looking for a highly organized and tech-savvy Admin/Receptionist to join our team. This role combines administrative and customer service duties with hands-on IT support, making it perfect for someone with a strong blend of communication and technical skills.

Key Responsibilities:

- Greet and assist customers, both in-person and over the phone.
 - Manage appointments, schedules, and general administrative tasks.
 - Provide first-line IT support and troubleshoot minor technical issues.
 - Assist the IT team with documentation, inventory management, and reporting.
 - Maintain a clean, organized, and welcoming office environment.
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What We're Looking For:

We're seeking a friendly, professional individual with strong IT knowledge and a proactive attitude.

Essential Skills & Experience:

- Previous experience in an administrative or receptionist role.
- Strong IT knowledge, including familiarity with Microsoft products and general IT systems.
- Excellent customer service and communication skills.
- High level of organization and attention to detail.



Desirable Skills:

- Experience in IT troubleshooting and support.
 - Familiarity with basic networking and digital tools.
 - Previous experience in a technology-focused environment.
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What We Offer:

- Above-award pay, negotiable based on experience.
 - A laid-back, semi-casual work environment.
 - Opportunities for training and professional growth.
 - A commitment to work-life balance and volunteering support.
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Start Date:

We're looking forward to welcoming our new team member in January/February 2025.

If you're an organized, tech-savvy individual who loves helping people, this is your chance to join a supportive team and make a real impact. Apply today!

Ready to Apply?

For more information and to apply, visit the careers page on our website. Submit your resume, cover letter, and any relevant certifications to info@wangarattacomputers.com.au.

Applications close on January 12, 2025.