

Accounts/Administration Trainee (Mackie Electric and Refrigeration Pty Lt)

Industry

Trade – Administration and Office Support

Description

Date posted

July 2, 2026

Closing date

30.07.2026

Job Location

Taree

Employment Type

Full-time

Mackie Electric & Refrigeration are seeking a motivated individual with a positive attitude and an ability to work well within a team for an immediate start in our Accounts Department as an Accounts/Administration Trainee

A team player with a positive attitude, strong work ethic and high attention to detail are essential. To be considered for this role you will have;

- Effective time management skills
- Excellent written and verbal communication skills
- Capacity to multitask and prioritise

You will report to the Accounts team, Management team and Directors. You will learn all facets of the accounts department and provide cover to those duties whilst others are on leave.

If you believe you have the experience to succeed in this role then please submit your resume and cover letter for our review.

FULL-TIME & IMMEDIATE START

8.00am – 4.30pm, Monday to Friday at our Taree Office. The ideal candidate would be seeking for long term employment as this role will come along with job security within a well-established business (Since 1953)

Contacts

To apply for this role please click on the link: <https://au.seek.com/job/92997625?ref=search-standalone&type=standard&origin=jobTitle#sol=6c9fb4265f836a8a12e0f60808f6a58b2436d5b7>