



## **JUNIOR OFFICE ASSISTANT**

Helibiz Pty Ltd, a leading aviation sales and maintenance company in the Whitsundays, has a full-time position available in its Airlie Beach Office for a bright young junior.

Must be computer literate and an understanding of computer software is advantageous, good communications skills and ability to take instructions are essential.

Duties include, but not limited to data entry, freight dispatch, parts cataloguing, office cleaning,

Applications close on 31<sup>th</sup> January and can be mailed to :  
Office Manager  
PO Box 1100  
Airlie Beach, Queensland 4802

Or emailed to : [info@helibiz.com](mailto:info@helibiz.com)