

NARELLE MURRAY

MYOB Accounts Administration and Office Admin

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Available part-time or on contract, working remotely for businesses anywhere in Australia.

Profile

I look after accounts administration, invoicing, overdue-account follow-up and the office jobs that keep a small business running, and I genuinely enjoy the work. MYOB is where I work best, from years of real day-to-day use rather than a short course. I like being part of a team, and I care about getting things right for the people who are counting on me. I work from my home office in Wodonga, and I do what I say I will do.

Key capabilities

- MYOB accounts administration
- Invoicing and accounts receivable
- Overdue accounts and debt collection
- Reconciliation and financial record keeping
- Records management and data entry
- Reception and phones
- Scheduling and office coordination
- Microsoft Office (Word, Excel, Outlook), competent daily use

Experience

Administration Assistant, Aero Refuellers, Albury (2012-2025)

- Prepared invoices and processed financial documents, contracts and expense reports, checking each one carefully.
- Followed up overdue accounts by phone and email, firm and polite, and kept the customer relationships intact.
- Kept accounts and office records accurate and current, and became the person the team relied on to keep things straight.
- Handled data entry accurately and to deadline, and maintained filing and records systems for easy retrieval.
- Answered and directed incoming calls, greeted visitors, and looked after the front desk and reception area.
- Managed office correspondence, memos and letters, and processed incoming mail each day.
- Ordered supplies and kept stock and office equipment on hand, and coordinated catering for meetings and training days.
- Supported the management team with day-to-day administration across the office.

Raising our family, Wodonga (2005-2012)

- The most important job I have had, and the busiest.

Administration Manager, Coles Myer Group, Albury (1981-2005)

- Managed the daily office operations for the Albury business.
- Kept records and file organisation in order, and maintained office supplies and inventory.
- Looked after reception, correspondence and the general administration that keeps an office running.
- Supported staff and management across the day-to-day running of the office.

How I work

- Work done when I said it would be done.
- Straight answers, including “I don’t know, but I’ll find out.”
- Your customers treated the way you would treat them.
- Confidentiality as a given. Your numbers are your business.

References

Available on request.