

FINANCIAL PLANNING & LIFE RISK ASSISTANT

A vacancy exists in our growing Life Risk Insurance Division in Port Macquarie for a professional Assistant.

Required attributes include:

- **Professional appearance**
- **Excellent written and verbal communication skills**
- **Ability to interact with both clients and Insurance Companies**
- **Organised and able to meet deadlines**
- **Proficient with Microsoft Office and Excel**
- **DFP1-4 qualifications preferred**

The successful applicant will work as part of a team providing administrative support and service to Authorised Representatives.

written applications to:
The Manager
PO Box 426, Port Macquarie NSW 2444
or email careers2444@oib.com.au