



Greer Atkinson Curriculum Vitae

Pen Profile

Greer has excellent organisation skills, in addition to being a skilled communicator and customer/supplier relations professional. With an honest and outgoing personality, she is highly motivated to work to a high level independently or as part of a team. She has excellent working knowledge of the range of standard office software, including Quickbooks accounting systems. Her great strength is initiative and problem solving abilities.

Expertise

Logistics Consultant Access Archaeology and Heritage 2013-Present

- Manage company logistics for complex projects;
- Manage site access issues (accommodation, travel, inductions etc)
- Assist with the asset management and maintenance;
- Assist with the implementation of workplace policies on equal employment opportunity, workplace harassment, health and safety and the environment;

National Office Manager/Logistics Ironbark Heritage & Environment Pty Ltd 2008-2013

As the National Office Manager of Ironbark Heritage provided support to Directors and heritage staff by providing high level financial and logistics management of the overall business in WA, NSW, ACT, SA and VIC. Extensive out of hours and 'on call' work.

- Tracked all company financial records;
- Processed and tracked Accounts Payable & Receivable;
- Calculated payroll and payroll tax for multiple states;
- Calculated and submitted employee superannuation;
- Prepared and paid BAS and IAS to the required schedules;
- Worked in direct contact with the company accountants and Business Banker;
- Maintained all employee records in confidence;
- Coordinated payments and reconciliation of work cover cases;
- Managed Logistics and Administration Officers work programmes based in Perth;
- Assisted with the management and maintenance of the company's assets;
- Organised and tracked company obligations (leases, insurances, agreements);
- Assisted with the implementation of workplace policies on equal employment opportunity, workplace harassment, health and safety and the environment;
- Carried out all logistical requirements for employees around Australia to fly/accommodate/gain site access to work on projects in WA.;
- Member of the Board of Management

Accounts Payable and Receivable Ashby Boat Builders, Buddina QLD 2007-2008

- Accounts Payable & Receivable
- Submission of BAS
- Tracking of all company records in QuickBooks;
- Stock control

	<p>Clerical and Administration Allsopp & Associates, Lismore NSW 2003-2004</p> <ul style="list-style-type: none"> ■ Proficient use of photocopier, fax, digital cameras and computers. ■ Filing and office administration ■ Produce reports from written text and Dictaphone using standard format ■ Redirect inquiries and/or take appropriate follow up action
<p>Awards</p>	<ul style="list-style-type: none"> ■ 1999 – Gold Duke of Edinburgh’s Award ■ 1992 – Queen’s Guide Award ■ 1991 – Silver Duke of Edinburgh’s Award ■ 1990 – Bronze Duke of Edinburgh’s Award
<p>Referees</p>	<p>Michael Marsh BHP Billiton Iron Ore – Land Access Phone: 0439 314 865 Email: Michael.Marsh@bhpbilliton.com</p> <p>Prue Beckett - Practice Manager Queen Street Medical Centre Phone: 0458 034 240 Email: prue@queenstreetmedical.com.au</p>