

CAPABILITY STATEMENT

Amanda Bostock



Business Support

CONTACT DETAILS

1300 746 466

Tech 4, Unit 2
30-38 Innovation Drive
Dowsing Point TAS 7010

QUALIFICATIONS

- Diploma of Business
- Certificate IV Frontline Management
- Certificate IV Training and Assessment

Amanda is part of the Business Support Team, based in the Hobart office.

She brings with her a wide range of business support and administration knowledge.

Amanda gained her business support and office experience through a wide range of administrative and office support roles within the construction industry, support sector and health.

Areas of expertise

- Office administration
- Accounts payable
- Accounts receivable
- Xero accounting package
- Document management
- Travel arrangements
- Office management
- Event planning

Professional experience

- Pinion Advisory – Business Support, July 2023–present
- TECA & AP Services – Office Manager, May 2022–July 2023
- Fertility Tasmania – Medical Receptionist, Aug 2019–Feb 2022
- Life Without Barriers – Administration Officer, March 2013–Sept 2017
- Hazell Bros – Training Coordinator, Sept 2004–Dec 2012