

Admin Assistant/Receptionist

Inner West Sydney

- Permanent Part Time – Monday – Friday 9:00am – 3.30pm
- Petersham location
- Above Award 'Salary Packaging' available

Locke Haven is one of UnitingCare Ageing Sydney Region's residential aged care facilities located in Petersham. We are looking for a dedicated and proactive Administration Assistant that thoroughly enjoys a busy Administration/ Receptionist role.

You will be able to maintain a positive and welcoming manner at all times, be well organised and offer a professional service to all residents, family members, staff and external clientele. You will have the ability to exercise initiative, judgment, courtesy and discretion.

We are looking for:

Administration experience such as;

- Excellent written and verbal communication skills
- Intermediate to advanced computer literacy in Microsoft word, excel and outlook
- Typing correspondence (minutes and agendas), rostering systems and timesheets
- Previous experience with filing, faxing, photocopying, archiving and any other ad-hoc duties.

Reception experience such as;

- Answering a busy phone system
- Liaising with allied health, hospitals, nursing agencies and staff
- Meeting and greeting people

Desirable:

- Previous experience in an aged care facility, community service or similar field.
- Previous financial experience such as; petty cash, invoices and attention to detail and urgency when handling resident files.

Personal Qualities:

- Able to listen, interpret and convey information clearly and in an appropriate method, including reports.
- The ability to cooperate and work within a team environment

Covering Letter and Resume to: Tracey.Cohen@sydneyagedcare.org.au

Applications close: Friday, 19th March 2010.

*We offer all staff training and development to enable you to develop your skill set, and a supportive and friendly team environment, we are an EEO employer. Only people with the right to work in Australia may apply for this position. **Relevant criminal record checks are required.***

www.unitingcareageing.org.au

