

# Administration Assistant

## Chatswood/Belrose

- **Community Aged Care**
- **Part time – 6 Months Maternity Relief**

UnitingCare Ageing Northern Sydney Region is seeking a part time Administration Assistant to work at COMMUNITY CARE, Chatswood/Belrose. Reporting to the Team Leader and working with the Roster and Administration Coordinators and other team members, you will be responsible for the general office duties, reception, mail distribution, record keeping and professional communication with community care clients and staff.

Successful applicants must have an exemplary telephone manner; be proficient in all Microsoft Office programs; have excellent data entry skills and attention to detail; the ability to communicate effectively with care recipients and their families; and possess empathy and understanding of the needs of aged care clients.

**Desirable:** Previous experience in a similar role

**Contact:** Lauren Azad on 9975 7388

**Applications:** by email to [recruitment@nsr.unitingcare.org.au](mailto:recruitment@nsr.unitingcare.org.au)

**Closing date:** 14th September 2010

***UnitingCare Ageing is an EEO Employer. Aboriginal and Torres Strait Islander people are encouraged to apply.***

***Relevant criminal record checks and pre-employment medical checks shall be conducted on applicants recommended for employment/appointment to positions within UnitingCare Ageing.***

[www.unitingcareageing.org.au](http://www.unitingcareageing.org.au)

