

RECEPTION / ADMINISTRATIVE OFFICER

Selection Criteria

Applications should include a resume and a covering letter that details your claims against each of the following selection criteria:

- 1) Evidence of your interest in and concern for elderly people
- 2) A strong sense of integrity and a focus on customer service
- 3) Demonstrated proficiency in the Microsoft suite (specifically, Microsoft Word and Outlook)
- 4) Excellent interpersonal skills and presentation in person and over the phone
- 5) The ability to work independently or as a part of a team
- 6) The ability to accept a level of autonomy and manage competing priorities
- 7) Previous experience in a similar role

To be eligible to apply for this position you must have had the COVID19 Vaccination with two boosters and be able to supply your evidence. You must also be a permanent resident or have an appropriate Australian or New Zealand work visa.

Please note: Appointment to this position will be subject to the preferred applicant undergoing a Functional Medical Assessment and having a current criminal history record clearance.