



Carrington

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enabled to care

Administration Assistant

Permanent part time - 60 hours per fortnight

We have an exciting opportunity for an experienced Administration Assistant to join our Corporate team.

Your role is to provide a comprehensive range of administrative support to our Quality, Volunteer, Pastoral Care and Clinical teams to meet business, staff and customer needs.

Key Selection Criteria:

- At least 5 years' experience in an administrative and business support role, and a qualification in Business Administration would be an advantage
- Well-developed interpersonal and communication skills and ability to develop positive and supportive relationships
- Demonstrated capacity to be self-directed, offering initiative, problem solving skills and outstanding attention to detail
- Commitment to delivering a high level of customer service, maintain confidentiality & demonstrate the highest level of integrity
- Demonstrated high level computer literacy
- Knowledge or prior experience in a clinical or aged care environment would be highly regarded.

If you are a motivated person, have a passion for working with the aged combined with excellent administrative skills and enjoy a challenge, we want to hear from you.

In return you will receive competitive remuneration, excellent working conditions, full NFP salary packaging benefit, and access to many other employee incentives. Offer of employment will be subject to a national criminal check specific to vulnerable persons and evidence of full Covid-19 vaccination.

Applications must include a current resume and cover letter addressing your suitability against the position criteria.

Ms Genevieve Clarke, Human Resources Advisor
recruitment@carringtoncare.com.au

Applications close: Sunday, 30 January 2022