




Indigenous Services - Administrative Assistant - Bega

Australian Unity • Bega NSW 2550

 Base pay
\$0 - \$0

 Work type
Full time

 Contract type
Not provided


Job details

 Date posted
07 Jul 2022

 Expired On
11 Aug 2022

 Category
Customer Service & Call Centre

 Occupation
Administration Assistants

 Base pay
\$0 - \$0

 Work type
Full time

 Job mode
Permanent

Full job description

ADMINISTRATION ASSISTANT

About Us

As Australia's first member-owned wellbeing company we are dedicated to helping people thrive. We put our people first, customers, clients, partners, and communities.

Our Aboriginal Home Care service program delivers culturally appropriate in-home support services to our Aboriginal and Torres Strait Islander clients to help them live independently, supported and empowered, within their own homes and communities.

In these unprecedented times, we must do what we do best: We connect. We Respect. We make it possible.

About Your New Role

An exciting opportunity has become available for an accomplished and driven Administration Assistant to join our Southern Home Care Services branch at **BEGA**.

Reporting to the Branch Manager, the key role objective for the successful candidate, will be to provide exceptional administrative support to the business, our clients and the leadership team locally.

Your new role will provide the following range of responsibilities:

- Provide an efficient, friendly and professional service to all customers internal and external
- Provide administrative support to the branch and leadership team
- Assist with client phone-based inquiries and reception support
- Maintain accurate and update client and employee records
- Manage accounts payable and receivable functions

- Manage any stock ordering and inventory for the branch

About You

You are already established in your career as an Admin Guru and you absolutely relish at the challenge of keeping a branch or team on-track and supported with all things Administration.

Does this sound like you?

- Professional verbal and written communication skills
- Professionally presented and articulate about the detail
- Experience working in a busy office environment within a customer centric culture and business model
- Previous experience working across reception, office support and/or accounting functions
- You enjoy having multiple and changing priorities within a fast paced business environment
- Able to support business leaders with all things admin
- Competent using MS Suite, including Word, Excel and Power Point

WHY JOIN US:

- Yearly Paid Community Day
- Competitive Remuneration
- Flexible Work Options – We believe in a work life balance and flexibility that allows people to thrive at work
- Permanent Full Time Job – stable hours and roster
- Supported learning and development program – a Career and not just a Job

WHAT MAKES US, US?

- We're all about lifelong learning
- We're all about supporting your wellbeing
- We take care of our people, they take care of our customers
- We're all about making a bigger difference together

We are here to make a difference every day, small things, big things and everything in between. We encourage you to join our team in this meaningful journey and make a difference in your local community.

At Australian Unity the health, safety and wellbeing of our people and our customers is our highest priority. In recognition that COVID-19 is affecting the way we work and creating new and sometimes challenging issues for our people, we have special leave arrangements in place and strengthened measures to support employee mental health and wellbeing.

If you want to join a team which makes a real difference within an essential service, apply today!

**** All Australian Unity employees must be fully vaccinated for COVID 19 including booster**

Australian Unity is an Equal Opportunity employer and we encourage applications from all members of the community, including people of Aboriginal and Torres Strait Islander descent, culturally and linguistically diverse backgrounds and, mature aged people. To view our Reconciliation Action Plan, please click <https://www.australianunity.com.au/about-us/reconciliation-action-plan>