

Mount Gambier

1.0 FTE (2 positions available, short term contracts to 30th June and 6th September 2019)

Two fantastic opportunities have become available at our Mount Gambier Office. If you are an experienced Administration & Facilities Officer with a confident, friendly approach, resilient nature and 'can do' attitude, this position is for you. In this role you will provide advice and information to clients accessing our services, provide administration and facilities support to staff and manage a busy reception area at the Mount Gambier head office.

remuneration

Remuneration will be at Level 2 Pay Point 1 of the *Social, Community, Home Care and Disability Services Industry Award 2010* and will be \$1,985 per fortnight. In addition, we offer salary packaging benefits, 5 weeks annual leave and 10% superannuation.

for more information...

Please download the position description from this website. If you require further information please contact Ute Herrmann-Bullock on 8724 5400 during business hours.

how to apply

Subject line: Your Name: Administration & Facilities Officer

Your application should comprise:

- a cover letter outlining how your skills and experience relate to the position
- a current CV/Resume with contact details for three referees, one of whom is/was a direct line manager

Also please tell us if you hold a current DCSI Child-Related Employment Screening.

These should be emailed to careers@accare.org.au by close of business Monday, January 14th 2019.

We encourage people of Aboriginal and Torres Strait Islander descent to apply.

Child Protection Statement

ac.care is committed to child safety and protection. Our robust human resources, recruitment and vetting practices are strictly adhered to during the application and interview process.

Before a successful applicant is able to start, they are required to produce a current Child Related Employment Screening through the Department of Communities and Social Inclusion Screening Unit or to undergo one at ac.care's expense.

ac.care also conducts reference checks (as we see fit) to ensure that we are recruiting people who share our values and our commitment to the safety and protection of children.