



Position Description

Position –Receptionist

Award Coverage – Social, Community, Home Care and Disability Services Award.

Employment Status – Minimum 3 days per week (job share) up to full time

Contact for information – Tanya Jackson

Telephone Number: 55921533

Applications close 25th February 2019

35 Dow Street
P.O. Box 100
TERANG 3264
Ph :5592 1533
Fax : 5592 2086

Core Organisational Values

Professional Integrity:	We treat all people with dignity and respect
Quality:	We always strive to do our best and improve the way we do things
Collaborative Relationships:	We work together to achieve better results
Responsibility:	We commit to the actions we take to achieve the best possible outcomes for our clients
Client Focus:	We work towards improving the health and well-being of our clients and community . Cooinda is proud to be a smoke free workplace. No smoking is permitted in or on any premises owned or managed by Cooinda.

Cooinda Terang Inc. values diversity, and is an Equal Opportunity Employer

Context:

Cooinda Terang Inc is a disability service provider. Cooinda provides support services in the areas of respite care, day program options, and individual supports.

Purpose:

In this role you will assist in ensuring the smooth running of the administration office and office systems.

Working with the Quality manager you will assist in all administrative functions, support the CEO, managers and other internal customers.

Key Objectives:

These outline the responsibilities and outcomes required of the role but are not limited to:

- Reception
- Answer incoming telephone enquiries or forward as required
- Manage incoming and outgoing mail
- Data entry and document scanning
- Record and distribute meeting minutes
- Develop and edit business correspondence as required
- Maintain office supplies and stationery stock levels
- Organise and maintain personnel and client files
- Create and maintain presentations (power point) and Databases
- Able to support Managers including Finance Department.

Selection Capabilities:

Selection will be based on the skills, knowledge and personal attributes that are required for achieving the key objectives listed above. Demonstrated conduct in line with Cooinda values, past performance and the potential for future development will also be considered.

Qualifications:

- Experience in office administration
- A current driver's license
- Current WWCC

Criteria:

- Previous experience in an administrative / office environment
- Highly accurate data entry skills
- Strong attention to detail and follow up skills
- High level skill with the Microsoft Office suite
- Good written and verbal communication skills
- High organisational and time management skills
- Ability to maintain the highest level of confidentiality
- Ability to liaise with internal and external clients
- Knowledge and ability to use office equipment
- Knowledge of financial systems including accounts payable and receivable and payroll would be desirable but not mandatory

Health & Safety

- To work in a safe manner and adhere to safety instructions as outlined in the organisations Policy and Procedure Manual and Emergency Management Plan

- To report immediately to the CEO/ Program Manager/ Team Leader any accident or incident involving injury or potential danger to staff and participants and accurately record such incidents according to the required procedures
- To ensure safe, clean and hygienic practices are adhered to according to the organisations policies and procedures at all times
- To participate in regular safety checks, including fire drills and contribute to the evaluation and review of such procedures.
- To remain competent, physically able and informed in safe manual handling procedures.,
- To use program areas, vehicles, equipment and program materials in a responsible and careful manner. An employee must not intentionally or recklessly interfere with, or abuse anything provided at the workplace

Conditions of Employment:

The person in the position is employed according to the Social, Community, Home Care and Disability Services Award. This position is for minimum 3 days per week (or approximately 22.5 hrs.) up to full time for the right candidate.

Benefits

- **HESTA** (Superannuation scheme) 9.5% employer contribution or Fund of your choice.
- Confidential, responsive counselling available for times when personal and work related issues may affect your ability to perform at work.
- Salary packaging

Applications should be forwarded to:

Tanya Jackson
Quality Manager
Cooinda Terang Inc
PO Box 100
Terang 3264

or delivered to 35 Dow St, Terang

Applications close 25th February 2019