

Administration and Support Officer

Designation: Administration & Support Officer

Duration: Full time

Hours of Work: 70 hours per fortnight (9am to 5pm daily)

Reporting To: Administration Coordinator (Client Services)

Wage: Community Services Worker Level 3

Date of Review: October 2018

Exciting and rewarding opportunity to join a team that makes a difference

Caxton Legal Centre is a community based legal centre which prides itself on opening the doors of justice to all members of society. We do this by providing free legal advice to empower those who would otherwise be denied access to justice and by educating the community about legal issues.

We are now seeking an enthusiastic, highly motivated individual to join our Client Services team. With exceptional interpersonal and communication skills, the successful applicant will be able to work in a busy reception area, dealing with clients face to face and over the phone. The nature of the organisation means our clients are often experiencing extreme difficulties in their lives and are reaching out for legal advice and support. As the first point of contact, you will be empathetic, calm, and professional and have the ability to de-escalate difficult and emotive situations.

Strong organisational skills, attention to detail and the ability to continually manage conflicting priorities will make you a highly sought-after member of our team. General office administration experience is essential.

Sound like the job for you? If your answer is yes, please send your application to tania@caxton.org.au by close of business 15 October 2018 including a cover letter addressing the selection criteria and your resume.

Shortlisted candidates will be required to participate in an assessment centre process, which will be held week within two weeks of the closing date.

Purpose of Position:

The role of the Administration & Support Officer is to provide general administration support within the Centre, including direct support to the Administration Coordinator (Client Services). The Administration & Support Officer will also provide data entry and administration support to other staff within the Centre.

Sound like the job for you? If your answer is yes, please email tania@caxton.org.au for a position description.

Please send your application to tania@caxton.org.au by close of business **15 October 2018** including a cover letter addressing the selection criteria and your resume.

FURTHER INFORMATION