



BIRIPI

ABORIGINAL CORPORATION MEDICAL CENTRE

Administration Officer – Fulltime

This position is one that offers real opportunities for career progression and growth. The successful applicant will be working in an organisation that makes a real impact Aboriginal Health and well-being in the local and wider community.

Biripi Aboriginal Children Services (BACS) are seeking an enthusiastic and experienced person in Administration/Reception to join our Out of Home Care team located in Taree.

Duties will include:

- Answering carer and other clientele enquiries
- Assisting caseworkers with typing of case file notes
- Filing correspondence/documents
- Data entry as directed by your supervisor
- Monitor and maintain level of office stationary and supplies
- Preparation of financial orders and carer payments for approval
- Maintain a regular servicing of photocopier, fax etc. in accordance with Biripi APMC policies and procedures
- Assisting with transport of clients when requested

Position Closes: 5:00pm Thursday 14th June 2018

How to Apply:

To obtain an application package or for more information please contact Loretta Anderson – Human Resources Officer via humanresources@biripi.org.au prior to the closing date.

This position is classified as an “Identified Position” and as such is Aboriginal and Torres Strait Islander Designated and authorised under section 14D of the NSW Anti-Discrimination ACT 1977.