



## Employment Officer

**Be part of a positive & supportive team assisting clients to change their lives by becoming job ready and finding sustainable employment.**

echo is a not-for profit organisation, delivering a variety of employment services across Melbourne. We are currently looking for an Employment Service Officers for our Oakleigh site.

### **What does an Employment Services Officer do?**

Employment Service Officer focuses on appropriate and sustainable employment for our job seekers. We manage this in a variety of ways, and we are looking for someone who isn't shy to pick up the phone and use their networking skills, delivering high levels of customer service.

### **About the job**

- Talking to employers in the local community networking and creating opportunity for our job seekers
- Meeting with job seekers to discuss their progress toward employment
- Assisting job seekers with identifying and moving towards vocational goals
- Coach and train job seekers to increase their employment skills
- Building local relationships and partnerships with other community providers

### **We are looking for someone who is:**

- Passionate about achieving the best outcome possible
- Understands that they need to 'think outside the box'
- Can manage competing priorities and multitask in a fast paced environment
- High level of admin skills and time management skills
- Excellent customer service skills
- Highly motivated and enthusiastic about what they do
- Can work efficiently while managing a high level of compliance

### **Working at echo**

echo not only provides a rewarding and challenging career, we also offer a salary of \$53,000 - \$60,000 plus super, a laptop and work phone along with:

- Family-friendly organisation – work/life balance
- Up to \$15,900 of your salary (Tax free)
- Additional leave entitlements
- Permanent ongoing role
- KPI incentive programs
- Career progression opportunities
- Ongoing training and professional development

### **Are you ready to make a difference in the lives of others, and your own?**

Join the echo team today.

Employment with echo will require eligibility to work in Australia, current driver's license, National Police Clearance and Working with Children Check.

**To apply:** Please submit your resume and a cover letter to [career@echoaustralia.com](mailto:career@echoaustralia.com)

**echo is an Equal Opportunity Employer and strongly encourage people with disability, Aboriginal & Torres Strait Islander people, mature aged workers and people from culturally and linguistically diverse backgrounds to apply.**