

Work at CESPHN

Reception and Administration Officer

- Mascot location / Working from Home Available
- Close to train station!
- Salary packaging available
- Full time position.

About us

Central and Eastern Sydney PHN is a Not-For-Profit Primary Health Care Organisation covering Sydney Local Health and South Eastern Sydney Local Health District regions.

Our aim is to increase the efficiency and effectiveness of primary health care services for patients particularly those at risk of poor health outcomes; and improve coordination of care.

PHNs are new and exciting additions to the primary health care landscape. You can find out more about this PHN at www.cesphn.org.au.

About the Role:

The role of the reception and administration officer is to present a professional and customer oriented welcome to CESPHN, through various mediums, and to provide assistance and support to the organisation in the implementation of CESPHN's administrative systems and processes.

Your responsibilities will be:

- As part of the Infrastructure team, collaboratively manage the physical reception at CESPHN's head office, welcoming guests and visitors, assisting with sign in, ensuring appropriate staff are informed.
- Monitoring the main telephone switchboard, ensuring calls are dealt with in a timely, efficient and professional manner.
- Monitoring the reception email account and ensuring that queries are distributed to appropriate staff.
- Assist with the operation of various items of office equipment, including multifunction printers/ copiers, binders, laminators, etc.
- Accepting and checking various incoming deliveries
- Monitoring stocks of stationery and consumable office equipment and assisting with the ordering and replenishment of stocks.
- Data entry tasks including maintaining and updating of member and stakeholder details in the organisation's client database
- Arranging couriers, and assisting with the packing and labelling of larger distribution projects, such as health information being sent to all of the area's health providers
- Processing staff parking requests and maintaining the parking space booking system.
- Maintaining the kitchen, coffee machines and other consumables, and starting the dishwashers at the end of each day.
- Office start up and close down including turning the various displays on/off, filling up the photocopiers and checking consumables, tidying stationery area
- Various other administrative duties as required
- Developing skills in other IT systems and databases to provide more skilled support as the competency in the role progresses.

Please address the selection criteria in your cover letter or your application will not be considered.

Closing date: 16 September 2020

If you have any questions about the role contact **Kelly Horn 1300 986 991**.

CESPHN is an equal employment opportunity employer committed to equity, diversity and social inclusion. Applications are encouraged from Aboriginal and Torres Strait Islander people.

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POSITION DESCRIPTION**



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Hannah

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ASAP.

REGARDS

Stuart Corlett

ADVERTISING DEPARTMENT

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