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FOR
NSW

Trainee Administration Officer - Administrative Officer, Level 1

To be considered for this position you must be an employee of NSW Health and its Affiliated Health Organisations.

SESLHD Oral Health Service is offering an Administration Officer Traineeship - Aboriginal targeted. As part of the 12 month contract the successful applicant will be expected to complete a Certificate III in Business through a Registered Training Organisation. The Administration Officer will be responsible for the provision of administrative services to clients and clinical staff in a timely, efficient and professional manner. This will include both reception and general office duties.

For role related queries or questions contact Val.Kostrevska@health.nsw.gov.au

Applications Close: 11 May 2021

Applications must be lodged electronically at healthnswgov.referrals.selectminds.com
Search for Job Ref Number: [REQ223492](#)

NSW Health Service: employer of choice