

Accessible Living Options

Office Administrator

Full time position – 38 hours per week

12 month contract

- A small and dedicated team that supports people to live independently at home
- Based in Bathurst
- Opportunity for a rostered day off and salary packaging

About the organisation

Accessible Living Options is passionate about supporting individuals to live the lives they desire whilst maintaining their independence. We provide support to people with disabilities, carers and older people. Within the changing industry environment we are seeking a dynamic engaging Office Administrator to work with the Holistic Services Team to enable them to work directly with people in their homes.

About the role

Working as a team member within a busy support environment, you will be responsible and accountable for the day-to-day operational tasks of the team. This multi-faceted role will work across office administration, responding to client requests, data base maintenance and operations. Reporting to the Services Manager, the role will be involved with all ALO teams as well as external stakeholders. You will be required to provide excellent support to the team and customer service.

You will spend a lot of time on the phone, on emails and providing support face-to-face internally to the team. You will need the ability to think on your feet, consolidate what you know manage a busy desk and be keen to continuous learning. As a key part of Holistic Services team, you will need to ensure tasks are completed with a high level of consistency and accuracy. The key for the role is being proactive in providing quality, timely end-to-end support. You must be a highly motivated individual, with the ability to work autonomously, and happy to contribute to the knowledge base of the team. Experience in the health or disability sector would be an advantage.

Essential Skills and Experience

- 3+ years professional Office Administration experience
- Experience managing day-to-day operational processes of a dynamic and thriving organisation
- An eye for detail with an ability to prioritise work
- Strong written and verbal communication skills
- Proven experience and knowledge in database systems with an aptitude to learn new programs and applications
- A strong knowledge of the Microsoft Office Suite
- A strong customer service focus
- A proven team player
- Ability to maintain confidentiality
- Demonstrated ability to prioritise, plan and organise a busy workload to meet deadlines and timeframes
- Criminal Record Checks and Reference Checks are conducted on all potential employees

Desirable Skills and Experience

- Medical administration experience