

Administration Officer

One full time position available based in Bourke NSW

We are seeking an enthusiastic Administration Officer with excellent customer service and time management skills, and a focus and passion to support our team of intensive family-focused case management (IFFCM) for families experiencing domestic violence.

All applicants will need to address the following criteria and cover letter;

Essential Criteria

- Experience working with Aboriginal people and communities.
- Proven work experience as an Administrative Officer, or similar role
- Capacity to work within multidisciplinary team and to communicate with a range of internal and external service providers
- Experience with office management software primarily MS Office (MS Excel and MS Word, specifically)
- Excellent written and verbal communication skills
- Demonstrated strong organisation and time management skills with a problem-solving attitude
- Ability to use IT equipment and software to maintain electronic clinical records.
- Current Drivers licence
- Current working with childrens check(WWCC)

*Please note a Police Check is also required for this role.

Government funded roles will be contracted up to 30 June 2022. On offer is a base salary negotiable on experience and qualifications. In addition, you will be able to access a generous salary packing provisions of up to \$15,900 per annum.

To apply for this position you will need to obtain the Information Pack please contact Jackie Davis on 0438 510 185 or bff@birrang.com.au or call into the Birrang office at 12 Darling Street Bourke.

We strongly encourage people who are Aboriginal, Torres Strait Islander, to apply for this position.

Applications can be submitted via email to: Debbie.Maguire@birrang.com.au

Closing date is by close of business 30th July 2021