

POSITION VACANT

ADMINISTRATION OFFICER

POSITION TITLE	Administration Officer
TERMS & CONDITIONS	Social, Community, Home Care and Disability Services Industry Award 2010 - QLD TPEO'S ('Fisher' & '316 Regulation')
STATUS	Full Time, Permanent (Level 2.3)
LOCATION	YBSS Head Office. 30 Hospital Rd. Emerald. Qld

Yumba Bimbi Support Services is seeking a skilled and experienced Administration Officer to provide effective and high quality business administration support by:

- Developing, implementing and maintaining effective administrative systems, including those relating to the management of facilities, human resources, client management, Human Services Quality Framework and business processes.
- Ensuring timely and accurate responses to information requests and demonstrating compliance with Legislative Frameworks, policies, procedures and audit requirements
- Liaising, consulting and maintaining effective relationships with team members, internal and external clients and other stakeholders.
- Actively contributing to the continuous improvement of administrative systems to deliver a timely and quality service

About You

- A minimum certificate qualification in Business Administration, and or extensive relevant experience and expertise.
- Demonstrated developed administration, workflow management methods and project coordination skills.
- Excellent interpersonal and communication skills that can establish and maintain effective working relationships with members of the Yumba Bimbi Team, participants and families and other stakeholders.
- Positive and self-motivated attitude
- Excellent time management and organisation skills
- High level of accuracy and attention to detail
 - Current Drivers Licence
 - Current Working With Children Check (Blue Card) or ability to obtain
 - Current Criminal History Screening (Yellow Card) or ability to obtain
 - Current First aid and CPR or ability to obtain

How to Apply:

- Please contact admin@yumbabimbi.com.au or call 070 4987 7933 to request a Position Description
- Please submit your resume and a cover letter no later than 5pm on Wednesday 27th June, 2018.