

Administration Assistant - Dapto

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Company: Anglicare

Location: Australia

Category: other-general

About the role

Anglicare Piper House – Dapto is looking for an administrator with rostering skills to provide administrative support to ensure effective delivery of resident services.

To be successful in this role, you will have previous administrative/rostering experience and a passion for providing excellent customer service and a genuine alignment to Anglicare's vision, mission and values.

Key responsibilities (not limited to):

Workload plan, roster build and measure budget success;

Confirm staff availability and undertake roster maintenance;

Assign/maintain allocations of key/swipe/tray to new staff;

Relieve reception for breaks;

Ensures a professional image is projected by making sure the residents and visitors are attended to;

Ensures that general administrative tasks within the facility are completed on time and to a high standard including the ordering of resources as required by the village administration; and

Ensures that resident data is properly recorded and maintained.

Skills, knowledge and experience needed:

Experience working in aged care or similar environment

Experience with rostering staff (Kronos system skills an advantage).

Well-developed communication and time-management skills

Intermediate computer skills – Including Microsoft Office & Anglicare applications such as Basware & Archibus

A genuine alignment to Anglicare’s values

Aboriginal and Torres Strait Islander candidates are encouraged to apply.

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