

## Administration Officer

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Company: SA Health

Location: Australia

Category: business-and-financial-operations

### **Eyre and Far North Local Health Network, Cleve-Kimba-Elliston-Wudinna**

**Salary: \$29.13 - \$31.34 per hour + 25% Casual Loading - Casual (up to 30 June 2024)  
- ASO2**

#### **Overview**

The Administration Officer is accountable to the Medical Practice Co-ordinator for the effective & efficient management of reception, administrative support and for the provision of a support service to management, staff and health unit committees within the Mid Eyre Medical Practice. Work as an integral part of a multi-disciplinary team to support clients through the delivery of medical, allied and primary health care services. Responsible for the provision of an effective and timely financial, administrative, clerical & personnel service. Being part of Eyre and Far North Local Health Network means you will be supported both personally and professionally, can take advantage of education and training opportunities, will have access to flexible working hours and be part of an inter-professional approach to holistic health care.

To find out more about working in Eyre and Far North LHN visit .

For information about Relocation Support working for SA Health can be found .

Applicants are encouraged to discuss the flexible working arrangements for this role.

Appointment will be subject to a satisfactory Criminal History Check and appropriate immunisation requirements.

#### **Check(s)**

DHS Working With Children Check (WWCC)

National Police Certificate (NPC) for employment involving unsupervised contact with vulnerable groups required for this position (E.g. aged care employment or work involving vulnerable clients)

**Immunisation Risk for this position is - Category B (indirect contact with blood or body substances)**

SA Health Services are required to implement the in the workplace.

Aboriginal and Torres Strait Islander applicants are encouraged to apply. **Job ref: 835031**

### Enquiries

Name: Zoe Helps

Title: Practice Co-Ordinator

Phone: 8628 2003

E-mail:

### Application Closing Date

Sunday 30th June 2024 - 11.55PM

### Attachments

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