

## Administration Officer - Casual

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Company: SA Health

Location: Australia

Category: business-and-financial-operations

### **Eyre and Far North Local Health Network, Community Health**

**Various locations across the Eyre and Far North Region**

**Salary \$29.13 - \$31.34 per hour + 25% casual loading - Casual - Multiple Positions - ASO2**

#### **Overview**

We are now accepting applications for casual Administration Officers to provide high quality, confidential, customer focused administrative service to clients, staff and visitors for the Community Health in the Eyre and Far North region.

Duties include attending to client enquiries, promptly and pleasantly, on the telephone or in person and providing relevant advice and assist in referring to enquiry to the most appropriate person for attention as appropriate. You will coordinate the booking of appointments for service, networking and establishing working relationships with other administrative colleagues and organisations.

Please refer to the job pack below for more information on the position and essential minimum requirements.

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

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

### **Check(s)**

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: 838403.**

### **Enquiries**

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Program Manager Business Support

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### **Application Closing Date**

30 June 2024 - 11.55PM

### **Attachments**

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### **Cross References and Citations:**

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