

Junior Commercial Analyst- Sydney

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Company: Vivir Healthcare

Location: Sydney

Category: business-and-financial-operations

Role: Permanent Full Time

Location: Sydney

Join the dynamic team at Vivir Healthcare! We're on the lookout for a **Junior Commercial Analyst** to become a vital part of our Commercial team in **Sydney**. This exciting opportunity offers a hybrid work model, allowing for a perfect balance with two days in the office and three days working remotely from the comfort of your home.

About Vivir Healthcare

Vivir Healthcare is Australia's leading Healthcare Provider within the Aged, Community and Disability sectors. We make a difference to over 20,000 lives every week by providing Allied Health solutions in residential aged care facilities, community, as well as in the homes of elderly people, and retirement villages. Our team has been working to improve the lives of elderly Australians for over 20 years, blending expert aged care services with a genuine commitment to high-quality care.

Vivir Healthcare works in conjunction with customers developing client specific Allied Health programs designed to cater for all residents/clients/consumers across the elderly and disability communities. Guided by our core principles of 'Stronger together' and 'Even better tomorrow', our new programs ensure older and disabled Australians continue to have access to essential Allied Health services.

Company Benefits

Flexible working arrangements - three days in the office and two days working remotely from home.

A **supportive team** environment with a culture of sharing wins

A highly **competitive remuneration** package and regular opportunities for monetary recognition of good work

Employee assistance program – Access to 24/7 confidential mental health and wellbeing support

Reward and recognition program – Monthly, quarterly, and annual peer-nominated recognition rewards

Duties and Responsibilities:

This role will focus on but is not limited to.

Maintain various databases in the Accounting and Scheduling system.

Recognising and promptly advising the line manager of potential problems and / or risks.

Creating fortnightly, monthly and quarterly Client reports

Assisting GM Commercial with EOM journals

Assisting GM Commercial with fortnightly and monthly packs.

Assisting the Commercial Team with administration tasks

Assisting with data collection for reporting purposes

Producing ad-hoc client reports for client and any stakeholders

Assisting with internal/external audits as required.

Essential Skills and Qualifications

Bachelor's or master's degree in related field.

Excellent written and verbal communication skills.

Proficient level e.g pivot tables, look ups.

Excel and Microsoft office 13

Strong Operations management, multitasking, and decision-making skills.

Ability to prioritise tasks and manage time effectively in a fast-paced environment.

A proactive and results-driven attitude, with a focus on exceeding targets.

Apply directly or get in touch today!

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