

Office Administrator - Bunbury

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Company: Stjohnqld

Location: Bunbury

Category: other-general

Administrative Assistants (Administration & Office Support) St John WA is a well renowned not-for-profit organisation whose vision and purpose is to serve humanity and build resilient communities. With over 130 years of experience, the culture at St John WA is underpinned by a strong team spirit, camaraderie and the collaboration of employees and volunteers working together to change lives, while creating a powerful sense of belonging, where our people want to work. This combined with over 2800 permanent team members, 6000 volunteer team members and annual revenues of \$500 million, makes St John WA the industry leader in the provision of pre-hospital care and related products in Western Australia. Each year we attend in excess of 275,000 people across the state, treat 350,000 patients at our primary health centres and teach over 330,000 people life-saving first aid skills. A job to be proud of: We are currently seeking a permanent full time Administration Officer to join our Bunbury sub centre. You will be required to conduct a variety of administration duties for the sub centre whilst continually providing the highest level of customer service to both internal and external customers. What you'll do: Conduct administration duties for the Sub Centre, Country Ambulance Operations and customers of St John by providing administration, financial and operational support to ensure the efficient running of the Sub-Centre Provide support with Awards and Recognition for volunteers Provide support with accommodation bookings for all staff Process uniform orders for casual transport officers Attendance at after hour bi-monthly meetings Receipting of customer payments Support the Regional Manager and other staff with administrative functions Direct, process and action queries and communication in a timely manner to ensure the region, Sub Centre and customer requirements are met What

you'll need: Proven administration and data entry experience Previous experience conducting Accounts Payable and reconciliation tasks Ability to work autonomously Attention to detail and problem solving skills Proficiency in MS Office Suite Excellent written and verbal communication skills What's in it for you? The successful candidate will be offered an interactive and supportive working environment within a positive and professional team along with: \$550 Health and Wellness bonus 17.5% leave loading Corporate Uniform Competitive remuneration package Salary packaging options Free emergency ambulance cover Free first aid training Are you ready to change lives? To apply for this exciting opportunity please select Apply Now. Applications must include a detailed cover letter outlining your motivations for this position and resume. Applications close on Sunday 21st April at 6:00pm. St John WA is committed to creating an inclusive environment which provides a sense of belonging and enables a welcoming, diverse, capable and connected workforce who represent the community we serve. Our goal is to ensure people feel safe to be themselves. We actively encourage applications from people of all ages, genders, nationalities, abilities, and cultural backgrounds, including Aboriginal and Torres Strait Islander peoples, members of the LGBTIQ+ community, and all other suitable applicants. Please note that St John will not accept recruitment agency applications for this position. St John reserves the right to select a shortlist from the applications received. The selection process employed will be at the discretion of St John. St John may begin the shortlisting process prior to the closing date. Report this job advert Don't provide your bank or credit card details when applying for jobs. What can I earn as an Office Administrator #J-18808-Ljbffr

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