

Office Manager

[Apply Now](#)

Company: Estia Health

Location: Australia

Category: other-general

About the role

You'll be hugely important in making sure our home runs smoothly – an indispensable helper to our residential aged care manager. Usually, your day will involve:

Working closely with the Residential Aged Care Manager and home staff to maintain accurate rosters.

Assisting with staff recruitment and onboarding.

Lending a hand with billing, payroll and stocktake.

Providing guidance and mentoring to Administration Officer.

Maintaining all record management systems.

Supporting our residential aged care manager in their daily tasks.

You'll be a people person and problem-solver, with high attention to detail. You'll also have:

A real desire to make a difference in people's lives

A qualification in Business Administration or similar (ideally)

A proven ability to work to deadlines and work in fast-paced environment

Solid computer and data skills

Previous experience in Aged Care (ideally)

Previous experience in rostering (ideally)

As one of the largest and fastest growing aged care providers in Australia, we need exceptional people to join us on our journey of changing the way we offer aged care. If this is you, **Apply Now!**

Estia Health is committed to embracing diversity, equity and inclusion in our workplaces. We encourage applications from people of all ages, cultures (including Aboriginal and Torres Strait Islander peoples), abilities, sexual orientation and gender identities. If you need assistance to participate in our application process, please let us know.

Please be advised that we do not accept emailed applications for this position. To apply, simply click the 'Apply' button and follow the instructions provided.

Note: It is a condition of employment that you will be, and remain, vaccinated against COVID-19 and Influenza. All shortlisted applicants will need to pass required background checks. If you are interested in a role please ensure you apply online as we do not accept emailed resumes.

Advertised 23 Apr 2024 Cen. Australia Standard Time

Applications close: 14 May 2024 Cen. Australia Standard Time

[Back to search results](#) [Apply now](#) [Refer a friend](#)

[Apply Now](#)

Cross References and Citations:

1. Office Manager [Legaljobs](#) [Jobs Australia](#) [Legaljobs](#) ↗
2. Office Manager [Russiajobs](#) [Jobs Australia](#) [Russiajobs](#) ↗
3. Office Manager [Kenyajobs](#) [Jobs Australia](#) [Kenyajobs](#) ↗
4. Office Manager [Searchamericanjobs](#) [Jobs Australia](#) [Searchamericanjobs](#) ↗
5. Office Manager [Publicrelationsjobs](#) [Jobs Australia](#) [Publicrelationsjobs](#) ↗
6. Office Manager [Cloudjobsnearme](#) [Jobs Australia](#) [Cloudjobsnearme](#) ↗
7. Office Manager [Javajobs](#) [Jobs Australia](#) [Javajobs](#) ↗

8. **Office ManagerEconomicjobs Jobs Australia Economicjobs** ↗
9. **Office ManagerLocumjobs Jobs Australia Locumjobs** ↗
10. **Office Manager Javascriptjobs Jobs Australia Javascriptjobs** ↗
11. **Office Manager MedicaljobsnearmeJobs Australia Medicaljobsnearme** ↗
12. **Office Manager Thejobsearch Jobs Australia Thejobsearch** ↗
13. **Office Manager FilmjobsJobs Australia Filmjobs** ↗
14. **Office Manager Scholarjobs Jobs Australia Scholarjobs** ↗
15. **Office Manager Microbiologistjobs Jobs Australia Microbiologistjobs** ↗
16. **Office Manager Spainjobs Jobs Australia Spainjobs** ↗
17. **Office Manager Gynecologistjobs Jobs Australia Gynecologistjobs** ↗
18. **Office Manager MedicalassistantjobsJobs Australia Medicalassistantjobs** ↗
19. **Office manager Jobs Australia** ↗
20. **AMP Version of Office manager** ↗
21. **Office manager Australia Jobs** ↗
22. **Office manager Jobs Australia** ↗
23. **Office manager Job Search** ↗
24. **Office manager Search** ↗
25. **Office manager Find Jobs** ↗

Source:<https://au.expertini.com/jobs/job/office-manager-australia-estia-health-d3249f6117/>

Generated on: 2024-05-05 by [Expertini.Com](https://www.expertini.com)