



Corporate Management Support Officer

37.5 hours per week

CASS Care Ltd is a multi-disciplined community services provider active in the provision of a comprehensive range of social welfare services, catering the needs from cradle to seniors, including residential aged care, home ageing, settlement and health, vocational and disability services, child care and many more community-based services.

In summary, this position is responsible for providing support to any unit in our organisation requiring assistance and support of corporate affairs nature, as well as market and industry information search and analysis from time to time, contributing to the achievement of business goals and effective management.

Main Duties and Responsibilities:

- Prepare documents, including policies, procedures, guidelines, mails and submissions of corporate nature;
- Prepare promotional materials or articles and publications;
- Conduct market and industry information search and analysis.

Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none">• Holding a good bachelor degree or above in arts or social science;• Excellent command of spoken and written English;• Ability to read and speak Chinese (Cantonese/Mandarin);• Good communication, interpersonal, time management, analytical and organisational skills;• Ability to extract and summarise key points for presentation to the Management from large amount of available information;• Ability of multi-tasking in a highly interactive working environment;• Ability of working independently and flexibly, showing initiative, discretion and judgement when carrying out duties with tight scheduled delivery timing;• Ability to work in a team and independently;• Proficiency in Microsoft Office suites.	<ul style="list-style-type: none">• Relevant working experience in similar position for at least three years.

Salary and employment conditions for the above position is as per Enterprise Agreement. Salary package is available. Discount child care fees are available for long day care, before and after school, and vacation care services of CASS.

How to Apply:

Applications in writing providing detailed resume, responses to the above requirements are to be forwarded before 5:00pm, 31 January 2020 to: Ms. Joyce Wang, Senior Executive Officer/Human Resources Management, CASS Care Ltd, 44-50 Sixth Avenue, Campsie NSW 2194 or via email to hr@cass.org.au.

For enquiry on the position, please contact Ms. Kitty Leong via 9789 4587 ext. 116.

Only shortlisted applicants for interviews will be notified.