



## **Administrative Assistant**

### **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 disability, home ageing, residential aged care, child care, settlement and health, vocational and many more community-based services.

#### **Position Summary:**

The position is responsible for providing support to the Administration Team Leader to manage the support workers in the Home Ageing Services (HAS) Unit, as well as other general administrative support to the Unit.

#### **Main Duties and Responsibilities:**

- Preparing the roster for support workers;
- Assisting the Administration Team Leader to ensure that the day to day work arrangement of support workers is smooth and organised, and that direct services provided by support workers comply with all quality requirements.

#### **Selection Criteria:**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Good command of spoken and written English</li><li>• Must be able to speak Cantonese and Mandarin fluently;</li><li>• Good communication, interpersonal, time management, and organisational skills;</li><li>• Ability to pay attention to details;</li><li>• Computer literacy in word-processing, spreadsheet, and internet;</li><li>• Ability to work as a team and independently;</li><li>• Possess valid police check certificate or is able to obtain the certificates prior to employment;</li></ul>	<ul style="list-style-type: none"><li>• Tertiary qualification and/ or Certificate or Diploma in Office Administration</li><li>• Experience in rostering work and using the Telstra Health Information Management System.</li><li>• Experience in using other office equipment, such as photocopiers and scanners</li></ul>

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

#### **How to Apply:**

Applications in writing providing detailed resume, responses to the above requirements are to be forwarded before 5:00pm, 1 April 2020 to: Ms. Vickie Xu, Acting Executive Officer/Human Resources Management, CASS Care Ltd, 44-50 Sixth Avenue, Campsie NSW 2194 or via email to [hr@cass.org.au](mailto:hr@cass.org.au).

For enquiries on the position, please call Ms Selina Man on 0404 632 108.

Only shortlisted applicants for interview will be notified.