



POSITIONS VACANT



JOIN THE DYNAMIC AND GROWING TEAM AT ANGLICAN CARE, A LEADING PROVIDER OF AGED CARE SERVICES FOR MORE THAN 1000 RESIDENTS. ANGLICAN CARE IS BUILT ON A TOTAL COMMITMENT OF INTEGRITY, ENCOURAGEMENT, INNOVATION AND COMMUNICATION.

AT ANGLICAN CARE, IT'S NOT JUST A JOB, IT'S A CAREER!

Executive Assistant

*to the General Manager of Residential Care Services
7 Months Maternity Leave Cover — from 10 April 2012
Part Time, 52 hours/fortnight*

You will be an enthusiastic and experienced administrator capable of providing high level administrative support to the General Manager of Residential Care Services. This is a fast paced position that will require a highly organised, committed and motivated individual with an eye for detail and a passion for continuous improvement.

Essential Requirements:

- A clear understanding and commitment to Anglican Care's Mission and Values.
- Vocational qualifications in administration or relevant experience with high level secretarial, administrative, customer service and office management capabilities.
- High level skills in the use of Microsoft Office applications, including Word, Excel, Outlook, Publisher and Access.
- Attending Executive meetings and taking meeting minutes
- Capacity to liaise at all levels within the organisation and provide general advice to staff, residents, suppliers and visitors.
- Demonstrated co-ordination, prioritisation and problem solving capabilities, with the ability to manage conflicting priorities and deadlines.
- Capacity to build and maintain effective working relationships.
- Demonstrated ability to work independently with limited supervision.
- Demonstrated understanding of the Privacy and Personal Information Protection Act in relation to confidential resident and facility information.

To apply please send an application letter addressing all Essential and Desirable Criteria

Salary and conditions are in accordance with the Aged & Home Care, NSWNA & HSU East Multi-Enterprise Agreement 2011-2014

BENEFITS OF JOINING ANGLICAN CARE!!

- Career Development
- Up to \$16,049pa Salary Packaging
- Paid Parental Leave
- Training and Career Planning Pathways
- Social Club
- Work-life balance

HOW TO APPLY

Enquiries: *Michelle Gibb*

Phone: *4958 0084*

Written Applications Close: *Friday, 24 February 2012*

Address Application To: *Human Resource Manager,
Anglican Care, Toronto Rd, Booragul NSW 2284 or*

Email to: *jobs@anglicancare.com.au*