

Rostering Administrator - Home Care Services

Southern Cross Care Inc • Glenside SA 5065

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Permanent

Perks

SALARY PACKAGING

Skills

MICROSOFT OFFICE

ARRANGEMENTS

DIVERSE TEAM

Full job description

- **Dynamic not-for-profit organisation**
- **Range of shifts available**
- **Salary Packaging options available**

About us

For more than 50 years, Southern Cross Care has been providing quality aged care and retirement living services to our community. We're guided by our compassionate, capable, collaborative and creative values, and we want people who share these values to join our team.

About the role

This is an exciting career opportunity for customer focused individuals to provide rostering support to our Home Care Services team.

Duties include managing rosters, communicating information to clients and staff and finding solutions while working in a busy team environment.

For further details regarding the scope of the role, please refer to the attached job description.

Job details

 Date posted
08 Jul 2021

 Expired On
12 Jul 2021

 Category
Admin & Office Support

 Occupation
Administration Assistants

 Base pay
\$0 - \$0

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard hours

Work Authorisation
 **AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

About you

Do you have exceptional customer service skills and the ability to work closely with colleagues and clients?

The capability to understand client's needs and adapt your interpersonal skills in a diverse environment is highly desirable along with attention to detail and pride in your work.

A sound knowledge in all Microsoft Office programs, experience with CIM software (an advantage but not essential) along with outstanding time management skills will contribute to you being a successful candidate for this role.

You may or may not have worked in the Aged Care industry however if you possess any of these qualities we would love to hear from you.

All Southern Cross Care employees also require a current National Police Certificate for the Purpose of Aged Care.

About this opportunity

This is a rare opportunity to join a dynamic, not-for-profit organisation and help create a better future for you and your community.

You will enjoy flexible shifts and working arrangements, exceptional learning and development opportunities, and salary packaging benefits that will help you to maximize your take-home pay. You will also be working with a friendly and inclusive team that genuinely cares about you.

With our organisation growing to meet the needs and exceed the expectations of our community, there's never been a better time to join the Southern Cross Care team.

Please note - previous applicants do not need to apply

Applications close 21st July 2021 at 16h00