

Office Coordinator - Aldinga

Life Care • Aldinga SA 5173

 Base pay
\$0 - \$0

 Work type
Full Time

 Contract type
Permanent

Job details

 Date posted
09 Jun 2021

 Expired On
22 Jun 2021

 Category
Healthcare & Medical

 Occupation
Management & Senior Leadership

 Base pay
\$0 - \$0

 Contract type
Permanent

 Work type
Full Time

 Job mode
Standard/Business hours

 Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

Perks

SALARY PACKAGING

TRAINING

Skills

TIME MANAGEMENT

MANAGEMENT

FINANCIAL MANAGEMENT

HEALTHCARE

SELF-STARTER

SITE MANAGEMENT

WRITTEN AND VERBAL

Full job description

Permanent full-time Opportunity

Life Care is an innovative provider of quality services to the aged. We are recognised as a preferred option for active ageing and an employer of choice for staff. A career with Life Care offers many rewarding opportunities for a dedicated person looking for a new and exciting challenge, including a comprehensive staff training and professional development program.

Our purpose is to partner with people to embrace life and "Live Every Day."

Life Care are seeking applications from suitably experienced Office Coordinators who can demonstrate strong people management capability, in addition to efficient prioritisation and delegation skills; in order to maintain the quality and effectiveness of the administration function across all sites. The

applicant will understand the operational requirements across all sites and act as a key member of the site management team; to advocate for the values that underpin the organisation and support the strategic direction of Life Care.

Reporting to the Residential Services Manager, the Office Coordinator (Aldinga) is being offered as a full-time position and expected to work at our Aldinga Life Care Site as required. While this is a busy and varied role, the successful applicant will be responsible for the management of onsite rostering services. As a result, knowledge and/or experience in rostering in a comparable healthcare environment will be highly advantageous.

Your Experience

- Demonstrate experience in office coordination, preferably in a comparable administrative or business support function
- Experience with rostering staff within existing scheduling systems
- Evidence of exceptional time management and prioritisation skills, with the ability to effectively delegate and drive team performance.
- Be a self-starter, with the proven initiative to understand operational requirements and work autonomously or within a team environment to meet objectives.
- Evidence strong written and verbal communication skills; including the ability to provide an exceptional customer service experience for people of ranging ages and demographics.
- Possess a high-level of computer literacy, including the ability to learn new systems and programs efficiently.
- Personify the Life Care Values and encourage all employees at Life Care to "Live Every Day."
- Experience in Financial Management & Workforce Management systems would be highly advantageous
- Aged care industry experience desirable but not essential

Benefits

- Attractive salary packaging options
- Uniform allocation

To submit your application, please include a cover letter and updated CV addressing the key requirements of the role and your overall suitability for this position.

For further information, please contact the Human Resources Business Partner, Alex Whitelaw-Pinter on 08 8550 2100.

Applications are to be received by close of business Friday, 19th June 2021.

Apply now!