


## Customer Administration Officer

Royal Freemasons Ltd • Prahran VIC 3181

 Base pay  
\$0 - \$0

 Work type  
Full Time

 Contract type  
Permanent

### Perks

PARKING

### Skills

SELF MOTIVATED

MICROSOFT OFFICE

### Full job description

*Prahran, VIC*

- On-site parking
- Immediate commencement
- Leading not-for-profit organisation

We are a leading Not-for-Profit aged care provider in Victoria seeking an experienced **Customer Administration Officer** for a casual position at our Residential Aged Care Facility.

#### About You

This position will be supporting the site with a variety of administrative duties including reception, banking, rostering, drafting written communications, preparing reports and ensuring all relevant information at the site is managed and controlled in an effective manner. The successful candidate will be experienced in front of house aged care or medical environment, a well presented individual, possess a customer centric approach, and have advanced computer competency.

You should be professionally presented, highly organised and self-motivated, someone who can manage their time and be flexible with their workloads and customer focused.


### Job details

 Date posted  
**09 Jun 2021**

 Expired On  
**29 Jun 2021**

 Category  
**Admin & Office Support**

 Occupation  
**Administration Assistants**

 Base pay  
**\$0 - \$0**

 Contract type  
**Permanent**

 Work type  
**Full Time**

 Job mode  
**Standard/Business hours**

Work Authorisation  
 **AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

**Key Requirements:**

- Certificate in Business Administration or similar qualification.
- 2+ years' experience in an Administration position, preferably within an Aged Care or similar environment
- Advanced computer skills and proficient in Microsoft Office. An understanding of rostering software would be an advantage.
- Ability to prepare correspondence and reports.
- Excellent interpersonal, communication, customer service and organisational skills
- A general understanding and social awareness of the Aged Care industry and the challenges that the sector faces will be valuable, alongside a compassionate nature and an empathetic approach.

**About Us**

We are an established and highly regarded Not-for-Profit provider of Aged Care Services across the Residential, Home Care and Retirement Living sectors. With locations across Melbourne and Victoria our staff benefit from great learning and career prospects, fantastic resources and we enjoy an envied reputation for excellence in care.

Royal Freemasons is committed to providing and maintaining a workplace that is safe and without risks to health. This includes a smoke free workplace and influenza vaccine program.

**Recruitment Agencies are requested to kindly NOT contact us**