

Case Administrator

Hays Office Support • Newcastle Area NSW



Base pay
\$25 - \$55 / hr



Work type
Full Time



Contract type
Permanent

Perks

TRAINING

Skills

MICROSOFT OFFICE

CASE MANAGEMENT

Full job description

Dates: Extended Contracted Role

Pay: \$40 plus hourly

Hours: Monday to Friday 8:30am-5pm

Location: Newcastle

Your new company

This value-driven organisation is a highly regarded service provider within the local community. They take pride in their great company culture and supportive team environment. They are also committed to maintaining their reputation in the local market; providing a high level of client service.

Your new role

- Support for the case management team
- Managing a shared email inbox and inbound phone enquires
- Stakeholder management, managing competing deadlines
- Appointment scheduling, data entry, research and investigation and report preparing

What you'll need to succeed

- Strong customer service and administration experience
- Excellent MS Office knowledge
- Deadline driven with strong attention to detail and the ability to manage

Job details



Date posted
29 Sep 2021



Expiring date
29 Sep 2022



Category
Admin & Office Support



Occupation
Administration Assistants



Base pay
\$25 - \$55 /hr



Contract type
Permanent



Work type
Full Time



Job mode
Standard hours



Work Authorisation
AUSTRALIAN CITIZEN / PERMANENT RESIDENT

a repetitive workload

- Approachable with great interpersonal skills, with the ability to work effectively and emphatically
- Experience working in the health or disability sector is desirable
- Experience with case management also desirable

What you'll get in return

This organisation is committed to providing extensive training and support to all of their staff members. There is also the potential for the role to extend as well as growth within the organisation.

What you need to do now

If this sounds like something of interest, please email your resume to Casey Thatcher casey.thatcher@hays.com.au, or for a confidential chat call on 0427 610 161.

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career. OR if you know someone who is interested in a role like this, please send them this link.

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