

## Business Support Assistant - Coolibah

Brotherhood of St Laurence • Melbourne VIC 3004

 Base pay  
\$0 - \$0

 Work type  
Full Time

 Contract type  
Permanent

### Perks

SALARY SACRIFICE

SALARY PACKAGING

CAREER DEVELOPMENT

### Skills

ADMINISTRATIVE SUPPORT

ARRANGEMENTS

EXCELLENT CUSTOMER SERVICE SKILLS

### Full job description

Business Support Assistant - Coolibah Job no: 494486 Work type: Permanent Full-Time Location: Fitzroy Categories: Aged and Disability Support The Brotherhood of St Laurence has a vacancy for a Business Support Assistant working with the Social Connections and Respite team based in Fitzroy. This is full time position. What you will be doing \* Be the contact first point for visitors, clients and other stakeholders \* Provide advice on services offered \* Providing administrative support to the Program and team \* Maintaining records, assisting clients with enquires, ensuring they receive accurate information on available services \* Preparing reports and analysing data on service delivery to meet business and funding requirements \* Design and implements systems and process to ensure smooth service delivery \* Maintaining the client database \* Assisting the team, coordinating team events and supporting a one team approach To be successful you require: \* Previous experience in an administration or business support role preferably in the Aged Care or Health Care sectors \* Excellent customer service skills \* Excellent data analysis, reporting skills, data and system maintenance. \* Excellent communication skills \* Exceptional attention to detail \* Excellent can do attitude \* Ability to identify


### Job details

 Date posted  
**19 Jun 2021**

 Expired On  
**01 Jul 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**

and resolve problems and ensure suitable outcomes are achieved \*

Understanding of the Aged Care Standards (desirable) This is a permanent full-time position Monday Friday 8.30 to 4.30pm The Brotherhood provides a workplace that values and supports their staff, offers career development opportunities, a competitive salary and salary sacrifice options. Salary: Attractive salary plus superannuation plus salary packaging provisions available to increase take home pay. Closing Date: 23 June 2021 - Please note interviews may commence prior to the closing date Enquiries: Stella Downey Administration Manager - 03 87814200 As part of the Brotherhoods recruitment and selection process, applicants will be required to undergo pre-employment checks as required, applicants will be subject to, but not limited to, the following checks: National (and International if applicable) Police Check, Victorian Employee Working with Children Check, Right to Work in Australia, Disability Worker Exclusion Scheme Check and current professional registration. The Brotherhood of St Laurence has a vision of an Australia free of Poverty. We embrace, and value, diversity of culture, working arrangements, sexual orientation and gender identity to ensure our workforce is representative of the community that we work within. We promote a workplace that actively seeks to include and welcome unique contributions of all people. We embrace and celebrate the value of Aboriginal and Torres Strait Islander staff, their skills and contribution to our organisation. Position Description Advertised: 09 Jun 2021 AUS Eastern Standard Time Applications close: 23 Jun 2021 AUS Eastern Standard Time