



Part Time Administration Officer - Aged Care

Longridge Aged Care is seeking an experienced Administration Officer to join our team.

The right person will have experience in reception and administration, preferably in a health setting. You will be competent and confident in various programs, including:

- Microsoft Excel
- Microsoft Word
- Outlook (email, calendar management)
- PowerPoint

You will have a high level of verbal and written communication skills, coupled with a professional and personable face-to-face demeanor. You will be able to quickly and accurately compile documents such as policies, procedures and letters.

You will have experience in, or be comfortable to learn, meeting procedures such as preparing agendas and minute taking. Administrative assistance to senior managers is also a requirement of this role.

A desire to work with older people and a demonstrated understanding of the Aged Care Quality Standards and the challenges associated with ageing would be an advantage.

This role is a flexible part time role and would suit somebody who would like to work a minimum of 20 hours per week. Above award wages plus salary sacrificing is available - allowing you to increase your take home pay.

To apply, please send a **cover letter and a CV** to anikkerud@longridge.org.au outlining your **experience and suitability for this role.**