



**Yaandina Corporate Office is looking for someone who thrives in a busy environment, is self-motivated and has the ability to think outside the square. If this sounds like you then you could be our new Business Services Administrator - Corporate.**

**APPLY NOW AND FIND OUT!**



Send your resume to [recruitment@yaandina.org](mailto:recruitment@yaandina.org) or call 08-91821172.

Part time position – 50 hours per fortnight worked flexibly

- 📍 This is a residential role only open to residents of the City of Karratha as accommodation is not included as part of the package.

#### Essential Criteria

- Previous administration experience
- Excellent telephone skills
- Excellent Customer service and interpersonal skills
- Excellent computer literacy
- Demonstrated high level verbal and written communication skills
- Certificate III in Business Administration or similar preferred
- Current Police clearance
- Current driver's licence.

#### Benefits

- A remuneration package which includes the option to salary sacrifice
- Professional development and upskilling
- Employee Assistance Program



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