



Office Administrator

Yaandina Community Services, situated in Roebourne for over 40 years, is the largest provider of community services in the Pilbara. Yaandina has a comprehensive suite of services that include: youth and family programs, community, disability and aged care services as well as Drug & Alcohol services.

We are currently looking for a permanent full time Office Administrator to join our fast-paced office in Roebourne. You will be required to work Monday to Friday.

The Office Administrator provides high quality administrative support to the Corporate Services and Management teams and is responsible for planning and delivering administrative projects. You will serve as a point of contact by linking employees, internal departments and clients and will maintain collaborative and regular communication with the Corporate Services Team.

Duties include but not limited to;

- ❖ Reception duties; i.e. answering phones, mail, customer service and other general office duties.
- ❖ General business administrative duties; including assisting the CEO and Corporate Service Manager
- ❖ Managing venue and equipment hire by external stakeholders
- ❖ Provide administration support and assistance to the Corporate Services team; i.e. assisting with HR administration, accounts payable, payroll and maintenance requests
- ❖ Participate and contribute to effective teamwork through open, transparent and regular communication, organisation of activities and sharing duties
- ❖ Ability to work in a multi-disciplinary team and community setting, as well as working independently
- ❖ Ability to effectively manage and build internal and external relationships

Essential Requirements;

- ❖ Police Clearance
- ❖ Drivers Licence

Desirable Requirements;

- ❖ Certificate IV or Diploma in Business Administration or similar, or willingness to obtain

For further information, please contact Recruitment on 9182 1172 or email applications and resumes to recruitment@yaandina.org