

Business Services 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 Business Services Administrator to join our Community Care Team in Roebourne. You will be required to work Monday to Friday.

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

Duties include but not limited to;

- ❖ Reception duties; i.e. answering phones and other general office duties.
- ❖ General business administrative duties; including assisting the Care Coordinator and Manager, Home and Community Care
- ❖ Provide administration support and assistance to the Community Services team; i.e. assisting with HR administration, purchase orders, maintenance requests and work around the community care facility.
- ❖ Participate and contribute to effective teamwork through open, transparent and regular communication.
- ❖ 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
- ❖ NDIS Screening Check

For further information, please contact Recruitment on 9182 1172 or click on the apply now option on our Yaandina website - <https://yaandina.org.au/about-us/careers/>

We are an Equal Employment Opportunity (EEO) employer and are committed to building a workplace culture that values diversity and inclusion. We welcome, actively support and promote the employment of Aboriginal and Torres Strait Islanders, people with disabilities, LGBTI, culturally and linguistically diverse (CALD) backgrounds and other diversity group.