**Administrative Assistant**

* **4 month Fixed Term Contract, Full-time, 38 hours per week, Monday to Friday**
* **Location: Redfern**
* **Make a meaningful difference to the lives of Australians in need**

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Competitive salary and salary packaging benefits

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**About Us**

Mission Australia is a non-denominational Christian charity that has been helping vulnerable Australians move towards independence for more than 155 years.

Every day we support people nationwide by combatting homelessness, assisting disadvantaged families and children, addressing mental health issues, fighting substance dependencies and much more.

We're generously supported by our funders, partners and tens of thousands of everyday Australians, who make the work of our tireless volunteers and staff possible.

**Your Opportunity**

You will play an integral role providing administrative support to the General Manager and undertake a wide range of other administrative tasks that will support the Leadership team, as Aged Care transitions to exciting times.

The role will effectively communicate with key internal and external stakeholders to ensure that information is disseminated by the General Manager, within an appropriate and timely manner.

Your key responsibilities will be:

* Provide secretarial and administrative support to the General Manger and the leadership team
* Attend meetings, take meeting minutes and developing agendas, reports, forms, etc
* Coordinate and organise meetings, travel, etc, as required
* Cooperate with team members to ensure all key requirements and standards are being met and maintained
* Ad hoc duties related to the position and to the ongoing service needs as required

**Requirements for Success**

To be successful in this role, you will need:

* A Certificate III in Business Administration (desirable)
* Prior experience in a similar role, preferably from within the Health Care or Aged Care industry
* Possess strong communication, organisational and time management skills
* A strong team orientation
* Intermediate skills in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
* Fast and accurate keyboard skills

As part of our Employment screening process you will be required to undertake a National Criminal History Check if you haven’t completed one in the last 12 months.

In addition there is a requirement to possess a current Working with Children check or apply if you do not already hold one. It is unlawful for prohibited persons to apply for work with children, and, as such, prohibited persons cannot apply for this role.

**Culture & Benefits**

A career with Mission Australia will offer you rewarding experiences to make a difference to the lives of Australians in need. We have an innovative and supportive culture guided by our values of compassion, integrity, respect, perseverance and celebration.

To ensure our employees feel valued, empowered and celebrated we provide a range of employee benefits including:

* NFP salary packaging benefits reducing taxable income (details via [Advantage](http://www.salary.com.au/why_salary_package))
* Discounted childcare rates with participating centres
* Generous discounts with hotels, travel insurance and major retailers
* Free, confidential counselling services via our EAP
* Discounted health care with Medibank Private

**Diversity & Inclusion**

Mission Australia is an inclusive employer. We celebrate our diversity and strive to reflect contemporary Australian society and all the communities in which we work, in order to better serve our clients. We welcome and encourage applications from Women, Aboriginal and Torres Strait Islander people, Culturally and Linguistically Diverse people, People with Disability, Sexually and Gender Diverse people, people with lived experience of adversity and from people of all ages.

As such, if you require any adjustments to submit your application, we invite you to get in touch via email talentattraction@missionaustralia.com.au

**Next Steps**

To be considered for this opportunity, please click ‘apply’ and send your cover letter and resume today.

For more information, feel free to view the Position Description via [LINK](file:///C%3A%5CUsers%5Cknicho22%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CDownloads%5CProject%20Manager%20PD_CRM%20Service%20Delivery_Final.docx) to PD. For further information regarding working with us visit [Working for Mission Australia.](https://www.missionaustralia.com.au/careers)

**Applications close midnight, Sunday 28th April, 2019.**