

Better Health

Administration Officer – Better Health

76 Hours per fortnight (1FTE)

Fixed Term for 12 months

The Position

The role of the position is to provide high-quality, efficient, and timely administrative support to the Better Health team.

The position requires the individual to work independently and responsively to provide support to Better Health team members, and families when required.

To successfully apply for this position, you will need:

1. Demonstrated relevant experience in an administration role.
2. Excellent interpersonal, written, and verbal communication skills.
3. Excellent organisational and time management skills.
4. Demonstrated ability to work as a member of a multidisciplinary team.
5. Ability to provide vaccination status information that meets the requirements for healthcare workers.

For further information about the position contact Graem Kelly on 03 54 061 200

To view the position description please go to <https://www.bchs.com.au/careers/current-jobs>

Applications addressing the **Key Selection Criteria** should be emailed to recruitment@bchs.com.au by 4pm Sunday 6th November 2022.

Bendigo Community Health Services encourages applications from individuals of all backgrounds and abilities.

Applications will be acknowledged upon receipt. Applicants are requested to contact Human Resources on telephone 5406 1221 if an automatic acknowledgement has not been received.