

Client Services
Client Services Administration Support
45.6 hours per fortnight (0.6 FTE)
Fixed Term to March 2027

The Position

Are you great at multitasking and enjoy working as part of a team, if so then this might be the job for you!

We are looking for an experienced administration officer to join our Client Services team.

Client Services is located within the Organisational Support team and are responsible for providing a wide range of operational administrative services to BCHS and its diverse client group.

As the first point of contact, the Client Services administration staff (Reporting and Records Management) are the backbone of the organisation ensuring day-to-day operations run smoothly and that client information is managed with regard to privacy, confidentiality and data security. The area operates in a way that facilitates BCHS employees to provide the right care to the right person and at the right time.

About BCHS

Bendigo Community Health Services has cared for the health and wellbeing of the Bendigo community for 50 years. We employ more than 280 people across a broad range of services.

The success of BCHS starts with our staff, who have a high level of professionalism and dedication, allowing us to deliver quality services for the community, with a particular focus on vulnerable people.

Added benefits of working with BCHS include:

- Salary packaging
- Purchasing leave
- Study assistance
- Training programs
- Novated leasing
- Fitness Passport

To successfully apply for this position you will need:

KEY SELECTION CRITERIA

Essential

1. Experience with Best Practice and Trak.
2. Excellent verbal and written skills.
3. Ability to work autonomously and as part of a team.
4. Strong word processing and database skills.
5. Excellent organisational and time management skills.
6. Ability to multi-task and work under pressure to meet defined deadlines.
7. Demonstrated ability to use a range of platforms to complete daily tasks.



8. A current employee Working with Children Check and Driver's Licence.
9. The successful applicant will also be required to undertake and complete a satisfactory National Police Check.

For further information about the position contact Kim Wallace on 5406 1200

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

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 1555 if an automatic acknowledgement has not been received.