



Administrative Assistant

Charlton Campus

Casual employment

East Wimmera Health Service (EWHS) is a fully accredited small rural health service across five campuses encompassing five communities in the Buloke and Northern Grampians Shires in North Western Victoria.

Applicants are invited to work as an Administrative Assistant (Reception) hours at Charlton Campus on a casual basis to assist with planned and unplanned leave.

As the first point of contact at the Charlton Campus this role liaises with all internal staff and external contacts whilst undertaking general administration tasks.

To be successful you must possess:

- A positive focus on customer service
- Be systematic & organised
- A sound level of computer literacy including the Windows Desktop and Office environments

A **position description** can be viewed for the key selection criteria.

Enquiries to: Fran or Marisa, Administration Assistants, 5477 6800 or charlton.admin@ewhs.org.au

To apply: An application incorporating a response to the key selection criteria (listed in the position description) and a CV/resume including the names of two professional referees, is to be e-mailed to the Human Resources Manager, applications@ewhs.org.au

Applications close: 5.00pm Sunday 10 December 2023

All appointments are subject to a satisfactory police records check, Victorian 'Employee' Working with Children check and immunisation clearance (including annual influenza immunisation and 3 doses of immunisation against COVID-19).

All employees must be willing and able to wear Personal Protective Equipment (PPE) when required.

EWHS is an equal opportunity employer.

EWHS encourages applications from people of all Abilities, Aboriginal and Torres Strait Islander People, CALD community, people of all Genders and LGBTIQ+ Community.

Cultivating Healthy Communities