



Executive Assistant (Primary Care)

St Arnaud Campus

**Permanent full time, 80 hour fortnight
(accruing 1 ADO per month)**

Part time hours considered

Hybrid model considered – onsite & working from home

HS1 Admin Grade 1

**Access to generous salary packaging & remote area
benefits!**

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.

An exciting position is available to support the Director of Primary Care as an Executive Assistant. The Executive Assistant (Primary Care) is a key support role that undertakes administrative support tasks to contribute to the efficient and effective coordination and operation of the Primary Care directorate.

To be successful in this role you will have the ability to provide executive level support, strong communication and computer skills, high attention to detail and the ability to be agile and adaptive. Most importantly you will possess an engaging and professional attitude and committed to supporting the achievement of the Primary Care directorate priorities.

EWHS offers you a supportive, friendly and encouraging work environment and the opportunity to work alongside experienced and knowledgeable colleagues.

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

Enquiries to: Meghan Noonan, Director of Primary Care, 0400 884 523 or email meghan.noonan@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 Department: applications@ewhs.org.au

Applications close: 5.00pm Sunday 10 November 2024

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 and 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