



## Position Available: Administration Assistant

We are seeking an Office Administrator who can oversee all aspects of the clerical and external reporting requirements for the OSHC. Flexibility in your working hours is key to the effective overall management of the Service.

Indooroopilly Parents and Citizens Association is an incorporated, not-for-profit community-based organisation that provides an out of school hours childcare service to primary school children. The Association is one of the largest in Brisbane.

### Key Selection Criteria

- Very strong communications skills
- Demonstrated knowledge of Microsoft Office, Xplor and the Child Care Subsidy.
- Awareness and working knowledge of the National Quality Framework.
- Demonstrated ability to work effectively as part of a team.
- Well-developed interpersonal skills and a strong work ethic.
- Strong administration and organisational skills.
- Previous experience working within the Early Childhood Sector.
- Qualifications and certifications as outline below.

### Administrative Duties

- Sorting and sending emails
- Answering and routing phone calls
- Enrolling children in service
- Keeping medical records updated
- Processing booking requests
- Data input
- Filing
- Greeting visitors

### To be successful in this role you must hold or can obtain:

- Working with Children 'Suitability for Child Related Employment' (Paid Blue Card);
- Senior first aid, CPR, Emergency Asthma Management and Anaphylaxis training.
- Diploma in Children's Services or relevant Degree or Early Childhood Education qualification

The successful applicant will be required to submit full Police criminal records check prior to commencement.

Please forward a current resume, with at least two employment referees with a covering letter outlining your experience and knowledge of the key selection criteria.

**Expected Start Date:** As soon as possible

**Job Types:** Full time, Permanent parttime negotiable minimum 30 hrs/week

**Salary:** \$49,000 - \$51,000

#### Work Eligibility

- Permitted to work permanently with no restriction on hours (e.g. citizen, permanent resident) (Required)

#### Schedule

- Flexible working hours including split shifts
- Monday to Friday
- No weekends

#### Work Remotely

- No

Please email applications to [coordinator@ioshc.org.au](mailto:coordinator@ioshc.org.au)