

Position 2 – Admin

Brief Description

Casual – Admin / Reception

PDF

Several positions exist for staff in the area of Admin (CASES 21) /Reception/ First Aid.

Key Selection Criteria:

1. Knowledge of CASES 21 Administration
2. Excellent Administration Skills
3. Excellent Communication Skills
4. Ability to work unsupervised
5. Excellent Organisational skills

All positions are casual and award wages apply.

All employees require a current Police Check and a Current Working with Children Check. First Aid qualifications are an advantage.

Positions are across all Regions including Melbourne and Geelong

To Apply:- Email a copy of your current CV, answers to the Key Selection Criteria and any relevant details to jobs@schoolsupportservices.com.au

(Please ensure you include the Region and Position number you are applying for in the subject line of your email)