

ADMINISTRATION CLERK – FULL TIME

Robinvale District Health Services has an Administration Clerk position available. This position is Full Time.

About the Role:

Working as an Administration Clerk in RDHS, your core objective is to provide administration support across RDHS campuses.

This role is Monday to Friday with an immediate start, and involves greeting clients, providing professional front-desk customer liaison and service, in addition to providing a broad range of administrative support services to clinicians and other internal stakeholders where required.

Key responsibilities will include but are not limited to:

- Greeting clients and personnel that present at the reception areas
- Supporting RDHS personnel with all administration duties where required
- Promptly answering the phone to all clients and managing document related enquiries in line with RDHS procedures
- Maintain current databases ie; HMS, Harrison, IPM, IMPS, NSPISAR

About You:

We are seeking someone who is enthusiastic, a team player, takes accountability for their work, super reliable and willing to contribute to the overall RDHS Values; Respect, Professionalism, Care, Commitment and Collaboration. We love innovation and you will be encouraged to share your knowledge and ideas on how we can improve our service offering. As we are a team orientated organisation you will be expected to work collaboratively and support your colleagues, as they will you! On a personal level, you must be able to show initiative, common sense and calmness on days when client demand is high. Your diplomacy, confidentiality and integrity will be highly regarded.

To be successful you will have:

- Previous administrative experience, customer service experience and intermediate to advanced computer skills.
- Strong organisational skills and be able to multi-task effectively;
- Customer service focus
- Be highly motivated, and have positive attitude
- Excellent attention to detail
- Strong MS office skills; proficiency in Word and Excel, strong numeracy skills, accurate data entry and typing skills and strong database management skills;
- A proven ability to work within a team;
- Cert III in Business Admin or similar would be well regarded.

Your application should contain the following as a minimum:

- Cover letter explaining why you are the right person
- CV outlining your qualifications and previous work experience
- Professional referees and their contact details

Applications received earlier than the closing date may be assessed, interviewed and offered employment prior to the closing date.

Closing Date: Wednesday 4th May 2022, 5.00pm.

For further information please visit www.rdhs.com.au.

To apply, please send applications to:

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