



Office Assistant

Silver Chain is one of the largest providers of community and health services in Western Australia, providing a range of services across metropolitan, country and remote areas. Country and Home Support Services assist people in need to live in their community and maintain their independence.

Silver Chain's **Warren Blackwood** service centre is offering an exciting opportunity for an energetic person with good computer skills to join our team as a part time Office Assistant.

The role of the Office Assistant is a varied role that provides administrative support to the Manager/Co-ordinator to ensure the daily operations of Silver Chain run effectively.

To be successful in this role you will need to have:

- Competent administration skills to schedule meetings, prepare documentation and provide general administrative support.
- Well developed communication (written, verbal and listening) and interpersonal skills.
- A high level of computer literacy in word processing, spreadsheets, databases and calendar management software to create effective documentation and manage electronic diaries.
- Effective time management and organisational skills to plan tasks and meet scheduled deadlines.
- The ability to work autonomously with a team focus to contribute to business unit and organisational objectives.
- The ability to obtain a satisfactory National Police Certificate upon commencement of employment.

For further enquires please contact Janet Smith, Service Co-ordinator on **(08) 97610000** or alternatively you can send a recent copy of your resume along with a cover letter addressing the above selection criteria to the following address by **Friday, 10 September 2010** to:

Janet Smith
PO Box 833
BRIDGETOWN WA 6255
Recruitment@silverchain.org.au
Phone (08) 97610000
Fax (08) 97612638

