



## Relief Resource Co-ordinator

### Are You So Good At Juggling You Could Have Joined the Circus?

- Attractive salary packaging.
- Free Parking.
- Northern Suburbs Location.

We have a fantastic opportunity for you to join our Kingsley Team as a Resource Co-ordinator. This role will see you keeping all the balls in the air as you navigate your way through the rostering of our staff and clients.

This is a full time reliever role which will see you with a different audience and new challenges every couple of weeks. You're one of those super-organised, one step ahead of the game types. Energetic with bags of initiative, you're a multi-tasker extraordinaire and an absolute dynamo when it comes to time management.

You will be required to have an empathetic and flexible approach to manage the sensitivities of client and employee scheduling issues. A high level of computer literacy with strong skills in rostering and outlook are highly desirable.

If you have previous experience in a similar role send your CV and a covering letter outlining your skills and experience by **Friday, 17 September 2010** to:

Recruitment Office  
6 Sundercombe Street  
OSBORNE PARK WA 6017  
[Recruitment@silverchain.org.au](mailto:Recruitment@silverchain.org.au)  
Phone (08) 9242 0279  
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