



EVERY MINUTE. EVERY HOUR. EVERY DAY. WE CARE.

HR-PD-053

Silver Chain is a large and highly respected organisation with a proud history and turnover in excess of \$100 million. We employ over 2,500 people throughout Western Australia, delivering a very broad range of community care services ranging from 'in home' to residential care.

This role is a fantastic opportunity for someone who wishes to commence an Office/Administrative career and a desire to develop through an organisation.

Working at our **Maddington** service centre the successful applicant will manage a varying workload to ensure learning outcomes are met in a busy environment with competing priorities. The primary objective of the role is to support the Administration team within the framework of learning objectives.

If you are looking to learn the business from the ground up whilst completing your Certificate 3 in Business Studies then we would like to hear from you.

We seek someone with a can do attitude, customer service focus, a demonstrated level of aptitude in computer applications and a willingness to enrol (at own cost) in and maintain tertiary studies.

Interested applicants are encouraged to apply by **Friday, 5 September 2008** to:

Recruitment Office
Silver Chain
6 Sundercombe Street
OSBORNE PARK WA 6017
Recruitment@silverchain.org.au
Phone (08) 9242 0279
Fax (08) 9242 0268

For a detailed position description [click here.](#)