



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

HR-PD-462

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.

Are you looking for flexibility in your work? Are you a highly motivated and enthusiastic person? Would you like to work in a great supportive team environment?

If you answered yes to all three questions, look no further....

Our Silver Chain Bunbury base is currently looking for an ongoing Part-time Office Assistant. The required working days are Monday and Friday yet this is flexible. If you have a higher level of proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook), excellent telephone skills, initiative and can manage your time well, we would love to hear from you!

Please forward your application and covering letter by **Thursday, 4 September 2008** to:

Bunbury Silver Chain
1 Mitchell Crescent
BUNBURY WA 6230

Recruitment@silverchain.org.au

Ph: (08) 9721 8311

Fax: (08) 9721 0490

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