



Assistant Corporate Affairs Coordinator

37.5 hours per week

CASS Care Ltd is a multi-disciplined community services provider, with “CASS”, as our brand name, which is commonly known in the community. We are active in the provision of a comprehensive range of social welfare services, catering the needs from cradle to seniors, including residential aged care, home ageing, settlement and health, vocational and training, disability services, child care and many more community-based services.

Position Summary:

The appointee to this position is responsible for general administrative support to the team and providing support to any unit in our organisation requiring assistance and support of corporate affairs nature.

Main Duties and Responsibilities:

- Carry out administrative duties as required;
- Assist in the daily management and associated activities, coordination of meetings, agenda, minutes and responses;
- Assist in preparing documents, including policies, procedures, guidelines, mails, funding applications and submissions of corporate nature;
- Assist in coordinating the holding of major functions and projects of CASS.

Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none">• Holding a bachelor degree or above in business administration or arts or social science;• Excellent command of spoken and written English;• Ability to read and speak Chinese (Cantonese/Mandarin);• Good communication, interpersonal, time management, analytical and organisational skills;• Ability of multi-tasking in a highly interactive working environment;• Ability of working independently and flexibly, showing initiative and discretion when carrying out duties with tight scheduled delivery timing;• Ability to work in a team and independently;• Proficiency in Microsoft Office suites;• Hold valid Police Check Certificate or is able to obtain the certificates prior to employment;• At least two doses of COVID-19 Vaccination.	<ul style="list-style-type: none">• Relevant working experience in similar position for at least two years.• Ability to speak other community languages.

Salary and employment conditions for the above position is as per Enterprise Agreement. Salary packaging is available. Discount child care fees are available for CASS’s long day care, before and after school, vacation care services.

How to Apply:

Applications in writing providing detailed resume, responses to the above requirements are to be forwarded to: Ms. Vickie Xu, Executive Officer/Human Resources Management, CASS Care Ltd, 44-50 Sixth Avenue, Campsie NSW 2194 or via email to recruitment@cass.org.au. Application will close at **5:00pm, 12 April 2024**.

For enquiries on the position, please contact Ms. Kitty Leong, Senior Executive Officer/Corporate Affairs, on (02) 9789 4587 (ext. 1116).

Only shortlisted applicants for interviews will be notified.