



Administrative Assistant 37.5 hours/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.

We are seeking an enthusiastic and self-motivated person to join our Residential Aged Care Services team in Asquith.

Position Summary:

The appointee to this position is responsible for running and coordinating day-to-day administrative duties to ensure the efficient and smooth operation of the service. Successful candidate will need to have good organisational skills and communication skills.

Main Duties and Responsibilities:

- Perform various administrative tasks such as handling incoming calls and enquiries, preparing invoices, stock taking, filing, etc;
- Provide clerical and administrative support to the team;
- Provide excellent customer service to the residents, families and visitors;
- Attend to resident issues and resolve them promptly and efficiently;
- Ensure workplace tasks are performed in a manner which upholds CASS’s commitment to safety of its staff and residents by adhering to relevant Work Health and Safety (WHS) practices at all times.

Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none">• Previous experience in administrative role or equivalent for a minimum of 2 years;• Appropriate tertiary qualifications;• Ability to speak Cantonese and Mandarin, as well as write Chinese;• Good command of spoken and written English;• Ability of multi-tasking in a highly interactive working environment;• Good communication, interpersonal, time management and organisational skills;• Ability to work in a team and independently;• Have positive, proactive and compassionate attitude;• Computer literate;• Current police check with clearance; and• Have the right to work in aged care.	<ul style="list-style-type: none">• Relevant knowledge in aged care services;• Experience in payroll and rostering.

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 selection criteria 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.

For enquiries on the position, please call Ms. Amy Chan on (02) 9789 4587 (ext. 1128) / 0455 496 421.

Only shortlisted applicants for interview will be notified.