



Administrative Assistant Campsie 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, disability, settlement and health, employment and training, child care and many more community-based services.

Position Summary:

The position is responsible for providing administrative and reception services in order to ensure efficient and effective operations of CASS Gumnut Early Learning Centre - Campsie. The role is primarily based in the specified Early Learning Centre but may also be required to work temporarily in other work sites.

Main Duties and Responsibilities:

- Manage general enquiries;
- Process and manage administration of Child Care Subsidy payment;
- Process enrolment, attendance and payment records;
- Maintain service database, record keeping and filing systems;
- Maintain current knowledge and skills in the use of required software programs;
- Carry out general administrative tasks to the centre.

Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none">• Certificate III or above in administration or equivalent qualification;• Basic accounting and budgeting skills;• Good verbal and written communication skills;• Ability of multi-tasking in a highly interactive working environment;• Good communication, interpersonal, time management, and organisational skills;• Ability to pay attention to details;• Computer literate;• Ability to work as a team and independently;• Completion of National Child Safety Training or willing to complete before commencement;• Valid National Police Certificate and Working with Children Check.	<ul style="list-style-type: none">• Knowledge in Child Care Subsidy System to handle government subsidised childcare payment;• Experience in childcare setting;• Experience in the not-for-profit sector.

CASS Gumnut Early Learning Centres are committed to promoting a safe, inclusive and supportive environment for all children. We uphold the Child Safe Standards and maintain zero tolerance for child abuse, ensuring all staff meet child safe recruitment requirements including a valid Working with Children Check.

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

For enquiry, please contact Ms. Sarah Kim on (02) 9718 3999.

Only shortlisted applicants for interview will be notified.

