

Fresh Start Clinic – Administration Assistant

Administration Assistant

Join a team dedicated to helping families with addiction. We are a not-for-profit organisation operating with a Christian ethos, offering generous salary packaging in a friendly and supportive working environment.

About the Role

The role of this position is to work as an effective member of the FSRP Clinic Admin Team. The wide-ranging duties of this position requires the person to be passionate about helping people with addiction; flexible; well organised; and willing to strive for excellence.

Main Duties

- Answering the telephone in a courteous and professional manner
- Filing
- Data entry

Skills and Experience

- Sound written and verbal communication skills with the ability to communicate effectively with a range of internal and external clients with a strong customer focus.
- Demonstrated skills in the use of office equipment and an intermediate level of computer skills using a range of software within a Windows environment.

If this position interests you please send your cover letter and resume to Susan Van-Noort at: susan.vannoort@freshstart.org.au

Only short-listed applicants will be contacted.

Fresh Start is an equal opportunity employer. We encourage Indigenous Australians and people with lived-experience to apply for this position.