

JOB TITLE	Administration Officer - Health Allocations
ORGANISATION	
LOCATION	Adelaide
WORK TYPE	Full Time
CLASSIFICATION	Administration & Office Support
OPEN DATE	20 Oct 2018
CLOSING DATE	22 Nov 2018
REQUIRED SKILLS	
ROLE DESCRIPTION	<p>Extrastaff has a fantastic opportunity for an experienced Administration Officer to join the team at their Northern suburbs branch. You will be required to work through a number of administrative duties in the Health Allocations team including data entry, rostering, liaising with healthcare facilities to determine staffing requirements and assisting with recruitment duties.</p> <ul style="list-style-type: none"> <li>• Small and friendly team</li> <li>• Diverse and fast paced</li> <li>• Excellent working environment</li> <li>• Northern Suburbs location</li> </ul> <p>To be successful in this opportunity, candidates must be able to demonstrate the following essential criteria:</p> <ul style="list-style-type: none"> <li>• Excellent telephone skills and welcoming personality</li> <li>• Strong communication skills and ability to build relationships with staff and clients to meet their needs</li> <li>• Excellent computer skills with familiarity with MS Word, Outlook and Excel</li> <li>• Strong administration skills and proven ability to work under pressure</li> <li>• Experience within the health, aged care and or disability industry or as a Allocations Officer or similar role would be advantageous</li> </ul> <p>We are looking for someone who is self-motivated and positive with strong communication and organisation skills.</p> <p>If you believe you have what it takes and the skills to succeed in this role, we are keen to hear from you. Please click 'Apply' and attach your resume in word format</p>

