



Administration Coordinator

37.5 hours per week

CASS Care Ltd is a multi-disciplined community services provider active in the provision of a comprehensive range of social welfare services, catering the needs from cradle to seniors, including disability, home ageing, residential aged care, child care, settlement and health, vocational and many more community-based services.

Position Summary:

The position is responsible for the management and smooth operation of the information system in the Home Ageing Services (HAS) Unit of the organisation.

Main Duties and Responsibilities:

- Using the Telstra Health Information Management System to prepare HR payroll records, prepare budget, invoices and statements to clients, and calculate the unspent amount of clients who leave our services.
- Provide support to staff members using the Telstra Health Information Management System, such as customer or service account setup, and data entry.
- Maintain contact with Telstra Health, especially the Help Desk to ensure smooth operation of the system.
- Using other tools such as Microsoft Excel and Word to manage the data or information related to service delivery and the management of support workers.

Selection Criteria:

Essential	Desirable
<ul style="list-style-type: none">• Good command of spoken and written English• Good communication, interpersonal, time management, and organisational skills;• Ability to pay attention to details;• Computer literacy, including word-processing, spreadsheet, and internet;• Ability to work as a team and independently;• Possess valid police check certificate or is able to obtain the certificates prior to employment	<ul style="list-style-type: none">• Tertiary qualification and/or Certificate or Diploma in Office Work or Accounting• Experience in rostering, Telstra Health Information Management System, or other information management systems.• Able to speak Cantonese and Mandarin fluently

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, and vacation care services.

How to Apply:

Applications in writing providing detailed resume, responses to the above requirements are to be forwarded before 5:00pm, 26 May 2020 to: Ms. Vickie Xu, Acting Executive Officer /Human Resources Management, CASS Care Ltd, 44-50 Sixth Avenue, Campsie NSW 2194 or via email to hr@cass.org.au.

For enquiries on the position, please call Ms Selina Man on 0404 632 108.

Only shortlisted applicants for interview will be notified.