



ST LUKE'S CARE

ST LUKE'S PRIVATE HOSPITAL • LULWORTH HOUSE - AGED CARE
ST LUKE'S HOME CARE • ST LUKE'S CLINIC - CONSULTING ROOMS,
PHYSIOTHERAPY & REHABILITATION

www.slc.org.au

Administrative Officer Required

- Full-Time, Monday to Friday
- Great team environment
- Salary packaging options available to improve your net income
- Great location, close to public transport

St Luke's Care is an independent, not-for-profit, charitable organisation that has delivered excellence in health and aged care for over 90 years. Our Hospital, Aged Care facility and Home Care service are all committed to providing the highest quality of care. The impressive work culture and staff development promotes successful careers.

We are currently seeking a Full-Time Administrative Officer for our Maintenance department at St Luke's Care.

As the Administrative Officer in Maintenance, you will be responsible for:

- Managing all maintenance contractors including arranging site inductions, checking qualifications and skills and ensuring the information is entered into our Contractor Management system
- Assisting the Maintenance Manager with the allocation of works tasks to team members and contractors
- Assisting in meeting monthly budgetary targets
- Ensuring all preventative maintenance, warranty and regular service activities are completed to comply with legislative and contractual requirements
- Assisting in managing staff issues such as recruitment and rostering
- General administrative duties

Essential Criteria:

- At least 2 years' experience in an administrative/office management environment
- Proven ability to work in a fast-paced environment

- Experience working in a maintenance/trade/building environment
- Effective communication skills and ability to liaise with contractors and external parties
- Experience in stock ordering, budgeting and cost control (Desirable)

If you are a passionate Administrative Officer who believes in our mission of "*providing quality care with a personal touch*", please submit your application to St Luke's Care at recruitment@slc.org.au

PROOF OF ELIGIBILITY TO WORK IN AUSTRALIA MUST BE PROVIDED

ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED

All positions at St Luke's Care are subject to relevant character and probity checks including criminal record and/or working with children checks.

Recruitment Agencies - thank you for thinking of us. We do intend on filling this role through direct channels; however if we require any assistance we will contact recruitment agencies directly.