



Secretary/Receptionist (casual) - Jacaranda Lodge and Cancer Support Centre

Location: Sydney Adventist Hospital

We are seeking a highly organised, experienced receptionist who would be available to relieve for annual leave, including school holidays across two areas.

Jacaranda Lodge is a 55 bed facility that provides on-site accommodation for people attending the hospital for treatment, and their families. This role involves taking bookings for accommodation, attending to arrivals and departures of residents, administrative duties and providing short term emotional support to residents.

The Cancer Support Centre is located within Jacaranda Lodge and provides support and information to Cancer patients, their carers and family members. In this environment the successful applicant will be responsible for the provision of information and support to cancer patients and their carers who drop in to the centre and the completion of secretarial and administrative duties supporting the manager.

Your compassion and alignment to the hospital mission will be welcomed in this role.

Essential

- Previous experience working in an office or hotel administrative environment
- Demonstrated office management, secretarial and typing skills
- Demonstrated competency in Microsoft Office (Word, Excel, mail merge and Publisher)
- Excellent written and oral communication skills
- High level of customer focus, empathic approach and basic reflective listening skills
- Understanding of needs of cancer patients and their carers (desirable)
- Ability to work effectively within a team
- Excellent organisation and time management skills

Desirable

- Experience in a health care organisation
- Experience in working with volunteers

Enquiries and applications to Shirley Lofgren, Manager Cancer Support Centre on (02) 9487 9062 or email shirleyl@sah.org.au

The closing date for applications is 20 September. However, applications will be reviewed and actioned as they are received therefore early applications are favourable.