



#### Receptionist/Orders Clerk

Do you enjoy working in a fast paced and ever changing environment? If so, the Sydney Adventist Hospital has an exciting opportunity available to be part of the Engineering and Maintenance Department.

We are looking for someone with a great attitude who is highly organised and motivated to join our front line administrative team. You will need to be someone who can work calmly within a pressured environment, be able to multi-task while being comfortable working in a team environment or independently.

Responsibilities include:

- Dealing with department and hospital staff, contractors and other customers daily
- Purchase order and invoice management including scanning and filing
- Accurate and efficient data entry and database management
- Coordinating contractors to carry out works on site
- Producing reports from various information sources
- Document management

This is a Mon-Fri/ 38 hours per week position.

Essential:

- Strong customer service and communication skills
- Previous experience in secretarial or office administration
- Proven skills in Microsoft programs.
- Secretarial or Office administration certification
- Previous experience with database management

Desirable

- Previous experience in cash handling, purchasing and invoice management

For further information or to submit an application please contact Larissa Gredig, Maintenance Administration and Project Officer on 02 9487 9362 or email [larissa.gredig@sah.org.au](mailto:larissa.gredig@sah.org.au) Applications close March 15th