



SECRETARY /RECEPTIONIST – CANCER SUPPORT CENTRE (22 hours per week on Wednesday, Thursday and Friday)

A diverse and challenging secretarial role is available in the Cancer Support Centre.

Reporting to the Cancer Support Centre Manager, the successful applicant will be responsible for high levels of interaction with cancer patients and carers, volunteers of the center, as well as performing administrative duties.

Essential Criteria:

- Demonstrated Office Management, Secretarial and typing skills
- Demonstrated competency in Microsoft Office (Word, Excel & Publisher)
- Excellent written and oral communication skills
- High level of customer focus, empathetic approach and basic listening skills
- An understanding of the needs of cancer patients and their carers
- Excellent organisational and time management skills
- Ability to work effectively within a team

Desirable Criteria:

- Experience in the Health care industry
- Experience in working with volunteers

Enquiries and applications to Shirley Lofgren, Manager Cancer Support Centre/Jacaranda Lodge on 9487 9062 or email shirleyl@sah.org.au

Applications Close: 19 March 2019