



Program Support and Events Coordinator

- **Full-time position – Maximum term contract 7 months**
- **Maternity leave placement**
- **Ballina office**
- **Friendly and well supported working environment**
- **Salary packaging available**
- **ASAP start**

About Us

GP Synergy is a leading provider of general practice training funded by the Australian Government to deliver vocational training to doctors seeking to specialise as general practitioners across NSW and ACT from 1 January 2016.

We are committed to building a skilled general practice workforce by delivering a high quality education and training program that is responsive to regional population health needs.

Our organisation is underpinned by our values - respect, excellence and initiative.

The Role

GP Synergy is seeking a committed Program Support and Events Coordinator who is suitably experienced and who shares our values, to join our North Coast NSW team in the Ballina. This maternity leave placement is being offered as a 7 month maximum term contract.

Reporting to the Chief Operations Officer and the Marketing and Communications Manager, the Program Support and Events Coordinator plays an important role in the effective facilitation of the Australian General Practice Training (AGPT) program by providing administrative, event coordination and office management/reception support.

Working with key staff, the Program Support and Events Coordinator will:

- be the first point of contact for visitors to the office including managing the proper functioning of the office and providing occasional support to reception staff
- work closely with the medical education and other administrative staff to provide support
- coordinate end to end management of events in the region.

The role calls for strong organisational abilities, a professional attitude and excellent presentation and customer service skills. The incumbent will require an ability to work to strict deadlines and manage competing priorities and fluctuating workloads.

Good IT skills are essential as is the ability to work independently and outside normal working hours.

Selection Criteria

To be considered for this opportunity, it is essential that applicants meet the following criteria:

- Experience in office management, reception or secretarial and event coordination or management with relevant qualifications
- A relevant background within the medical, education or training environment is desirable
- Current Drivers Licence (own transport is preferred)

Occasional travel including overnight travel and after hours duties will be required.

Further Information

For further information and to obtain the Position Description, please visit our website <http://www.gpsynergy.com.au> About Us > Employment Opportunities or contact Alison Micovski, Human Resource Coordinator on recruitment@gpsynergy.com.au

How to Apply

Please email your covering letter addressing the criteria and requirements coherent to the Position Description together with your resume, making reference to the position and applicable region to Alison Micovski, Human Resource Coordinator on recruitment@gpsynergy.com.au

All applications will be treated in the strictest of confidence. Only shortlisted candidates will be contacted.

We do not accept canvassing or applications from recruitment companies.

