

Administration Assistant Aboriginal and Torres Strait Islander Cultural Education Unit

- Part time position – 30 hours per week
- Ballina or Wagga Wagga office location
- 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.

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 Administration Assistant who is suitably experienced and who shares our values, to join our team.

Reporting to the Aboriginal and Torres Strait Islander Cultural Education Unit Manager, the Administration Assistant provides a range of administrative tasks and procedures that underpin the functions of the Aboriginal and Torres Strait Islander Health Cultural Education Unit.

The Administration Assistant is the key contact person for the NSW Aboriginal Community Controlled Health Services and other internal/external stakeholders for Unit Management, Regional Coordinators and the Aboriginal Liaison Officer in the delivery of the priorities of the GP Synergy Aboriginal and Torres Strait Islander Health Strategic Plan.

The role involves providing secretariat support for committees and meetings for the effective flow of information and communication to all stakeholders. As well as a range of administration and support tasks such as organising agenda, taking minutes, composing documents, supporting workshops and maintaining and organising the electronic filing systems.

The Administration Assistant will be the first point of contact for the Cultural Education Unit, will work with internal and external people, maintain a professional attitude, have good communication and customer service skills and will be able to work independently..

Selection criteria

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

- must be of Aboriginal and/or Torres Strait Islander descent
- relevant qualifications or extensive experience an administration role
- relevant and current experience in education and/or training environment
- current unrestricted motor vehicle licence (essential).

Occasional travel including overnight travel and afterhours duties will be required from time to time.

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 recruitment@gpsynergy.com.au.

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

Applications close Sunday 25th March 2018.

We do not accept canvassing or applications from recruitment companies.