

Say hello to a more rewarding career at Vivid

Administration Assistant - Vivid Living

- Based in Echuca
- 76 hours per fortnight
- A meaningful job opportunity within the disability sector

Vivid is looking for a new recruit to join our team in Echuca. As an Administration Assistant within our Vivid Living division, you will be responsible for:

- Delivering timely, efficient, effective and confidential administrative support;
- Assisting with monitoring and ensuring data integrity within SupportAbility;
- Assisting in the development, maintenance and communication of rosters to staff to ensure efficient delivery of services and activities;
- Assisting Stream Leaders and other managers to ensure appropriate resourcing of all activities and services;
- Assisting in ensuring consistency in the excellence of Vivid's interactions with clients, parents, carers and planners in the planning, plan review and intake processes;
- Assisting in the creation of NDIS Service Agreements, quoting and administrative processes and compliance;
- Establishing and maintaining close professional liaison with the NDIA and Intereach, in particular the staff responsible for planning in both organisations.

Candidates will be required to meet our safety screening obligations which includes the return of a satisfactory police check.

Closing Date: COB Friday 1 March 2019

Applications should be lodged via our employment portal:
www.wearevivid.org.au/contact/#employment



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