

Say hello to a more rewarding career at Vivid

Administration Assistant (Mallee)

- Based in Swan Hill
- Part time position, 20 hours per week
- Access to salary packaging benefits

The Administration Assistant (Mallee) is responsible for:

- Receptionist duties as required including front desk, telephone and recording incoming and outgoing mail on a daily basis.
- Coordinating the purchase of consumable and stationery items in accordance with authorisation procedures.
- Coordination of repairs and maintenance, including Vivid fleet vehicles.
- Maintaining current client Annual Information forms and Medical Management Plans.
- Assisting with the completion of NDIS reports and any associated documentation.
- Provision of timely, efficient, effective and confidential administration support.

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

Closing Date: Monday 10 May, 2021

Applications should be lodged via our employment portal:

www.wearevivid.org.au/contact/#employment

