

# Say hello to a more rewarding career at Vivid

## Administrative Support Officer

- Based in Echuca
- Part time position, 30 hours per week
- Access to salary packaging benefits

The Administrative Support Officer is responsible for:

- Delivery of timely, efficient, effective and confidential administrative support
- Maintaining current and accurate client documentation
- Coordination of repairs and servicing of Vivid fleet vehicles
- Assisting with the preparation of NDIS reports and documentation
- Assisting with the maintenance of data integrity in SupportAbility
- Receptionist duties as required including front desk, answering telephone calls, processing of incoming and outgoing mail

Candidates will be required to meet our safety screening checks, hold a current driver's licence and Working with Children's Check.

**Closing Date: Friday 9 February 2024**

Applications should be lodged via our employment portal:  
[www.wearevivid.org.au/get-involved/careers](http://www.wearevivid.org.au/get-involved/careers)

Vivid is committed to promoting the safety, participation, wellbeing and empowerment of children.

