

IMS is the lead agency in the Illawarra and Shoalhaven areas providing a range of services to migrant and refugees and mainstream community since 1980. For more information about IMS, please visit our website www.ims.org.au

We are seeking to employ an administrative worker to start as soon as possible.

The position requires someone with relevant qualifications and demonstrated experience in the delivery of comprehensive, business and administrative support, including reception, data entry, word processing and file maintenance, including an ability to provide professional administrative support to senior staff.

Please refer to the accompanying position description.

Applications must be received by 5:00 pm Monday 2 March 2020.

When completing your application please address each of the points of the selection criteria listed, include a copy of your current resume with at least 2 referees.

Please note: Only applications addressing the selection criteria will be accepted.

The application must be emailed to:

The CEO

IMS

recruitment@ims.org.au

Please mark Confidential

For information please contact Saif Alzrigat on 4229 6855 or email recruitment@ims.org.au

Wollongong Office
Level 1, 67-69 Market St, Wollongong NSW 2500
Ph 61 2 4229 6855
Email info@ims.org.au
www.ims.org.au

Nowra Outreach Office
Shoalhaven Neighborhood Services Inc
41 Worrige Street, NOWRA NSW 2541
P | 02 4229 6855

