

BONDI BEACH COTTAGE

Casual Administration Assistant

- Work for a well-established not-for-profit organisation.
- Be part of a multidisciplinary team.
- Three days per week: Tuesday and Thursday essential, third day flexible.
- 18 hours per week.

Bondi Beach Cottage is a not-for-profit community organisation established in 1979. Our Family Support Service provides counselling and casework for women affected by domestic violence, generalist counselling and parenting groups. Our Occasional Childcare Centre offers flexible childcare for 0-5 year olds in an educational and nurturing environment.

We are looking to employ a casual Administration Assistant to provide a variety of administrative and clerical tasks to both our Family Support Services and Childcare Centre staff.

Essential Requirements:

- Excellent verbal and written communication skills;
- Proficient computer skills;
- A friendly disposition;
- Strong ability to multi-task and prioritise;
- Accuracy and attention to detail;
- Working With Children check;
- Client confidentiality is essential;
- Due to the nature of this role, applicants for this position must be women. This is a genuine occupational requirement for this position under Section 25 of the Anti-Discrimination Act 1991.

Duties will include:

- Managing childcare bookings and enquiries;
- Reception duties;
- Data entry (invoices, client information, etc);
- Maintaining social media accounts;
- General filing and record keeping.

How to apply:

Please forward your résumé to the Operations Manager at admin@bondibeachcottage.org.au.

For further information, please contact Bondi Beach Cottage on 9365 1607.

Applications Close: 5.30pm, Wednesday 18 August 2021