ROYAL COLLEGE
of healthcare

Administration Assistant - Casual (15 hrs/week)

Location: Everton Park

- Exciting opportunity
- Commencing now
- Aged Care Industry
- Flexible working arrangements
- Opportunities for growth

Royal College of Healthcare is a boutique Registered Training Organisation (RTO) that specialises in quality training within the aged care industry. Royal College of Healthcare is currently seeking an office assistant for data entry and administration tasks.

If you are seeking a part time role that offers diverse duties and tasks, plus opportunities to grow and learn, as well as flexible working arrangements where you can manage your work/life balance, then we would love to hear from you.

Key responsibilities of this role include:

- Data entry
- Administration tasks
- Filing and archiving

The successful applicant will need to demonstrate the following selection criteria:

- Good computer skills – proficiency with MS Office suite
- Excellent organisation and time management
- Good verbal and written communication skills
- People focused and enjoy working autonomously as part of an
- energetic team.

If you are interested in a rewarding role with a friendly, energetic group of dedicated people, please apply by emailing your resume and covering letter addressing the above selection criteria to info@royalcollege.com.au.

Please contact our Administration Manager, Julie, on (07) 3355 6168 should you require further information.

Only shortlisted applicants will be contacted.