

Reception and Administration Support Officer

Part time position, fixed term contract till 30 June 2025 (*subject to funding*).

WHO WE ARE:

Gippsland PHN is a not for profit charity that works at a regional level to achieve improved whole of system health care. Our vision is for a Measurably Healthier Gippsland.

We work closely with the primary health care system, identifying opportunities to improve health outcomes in Gippsland communities. We do this through health system improvement programs, and by commissioning services to address local health needs via our regional commissioning role.

We aim to:

- ensure health issues are prioritised, understood and invested in; using local strengths;
- build and support local capability in primary health care professionals;
- enable transparent communication and information exchange across the primary health care sector; and
- improve access in primary health services particularly for those at risk of poor health outcomes, and where gaps exist in hard to reach locations.

WHO WE ARE LOOKING FOR:

Reception and Administration Support Officer

We currently have a part time (0.8FTE) career opportunity available as a Reception and Administration Support Officer reporting to the Coordinator Quality and Systems. The Reception and Administration Support Officer provides quality, consistent and timely administrative and reception services to assist in the facilitation of office processes and contribute to the effective operation of all Gippsland PHN teams.

This role requires a high level of performance in customer service, office related administrative functions, and effective communication and engagement with all levels of internal and external stakeholders. A high degree of self-motivation and ability to work autonomously with skills in prioritising workload is essential. The Reception and Administration Support Officer also holds a support element to the Executive Manager Corporate Services, assisting with Board and Executive meeting preparation.

We are looking for an astute, agile, dynamic, outcomes focused team member. Use your skills to complete work packages and provide general administrative support to all areas within Gippsland PHN, including but not limited to:

- Answer and direct incoming telephone calls, faxes and emails;
- Greeting and directing visitors face to face in the Traralgon office environment;
- Checking and recording of visitors COVID-19 vaccination status;
- Coordinate daily mail including opening and registering incoming mail, together with preparing and posting outgoing mail;
- Arrange meetings as required by the various teams within the Gippsland PHN office;
- Booking and preparation of meeting rooms and organising catering;
- Organising travel, accommodation, and conference/training bookings;
- OHS activities including warden duties;
- Assist with recording and circulation of minutes of meetings where required;
- Assist in maintaining organisation records and registers, including manual and electronic filing;
- Maintenance and procurement of general office requisites including, stationery, postal, kitchen and office supplies;
- Support the Executive Manager Corporate Services with Board and Executive meeting preparation; and
- Provide support to the Manager Human Resources and Coordinator Quality and Systems.

WHAT WE OFFER:

- *attractive remuneration;*
- *salary packaging;*
- *flexible working environments with a mix of working from home environments by agreement;*
- *a great organisational culture; and*
- *the chance for you to make a real difference to the health outcomes in our community.*

HOW TO APPLY:

If this sounds like you – Apply Today!

Applications must address the key selection criteria found within the position description.

To view the position description, which contains the key selection criteria, please visit our careers page at <https://gphn.org.au/career/> and click on the [position description](#).

To be considered for this position applications must include a covering letter, a resume, and an addressed key selection criteria document.

Please email all applications with your three attached documents to **recruitment@gphn.org.au**
For further information in regard to this position, please contact human resources on **0428 521 435**.

All enquiries and applications will be handled professionally and with the strictest of confidence.