



Veterans Support Centre Belconnen

ABN: 58534419650

9 Burkitt Street PAGE ACT 2614

PH (02) 6255 1599

Email office@vscact.org.au **Website** www.vscact.org.au



Patron: Air Vice-Marshal Chris Deeble AO CSC

Receptionist

Page, Canberra ACT

Receptionist and Office Support

Full time (38hrs/week) – Paid according to the Clerks Award Wage (2021 Rates, Table 1)

Annual Salary of \$42,721

Key responsibilities and roles include but are not limited to:

- Receive email communications and coordinate enquiries
- Performing administrative duties including record keeping, filing, scanning, collating & photocopying
- Coordinate client appointments
- Other duties supporting administration team

Desired Attributes and experience:

- Previous experience in an administrative position/receptionist
- Advanced written and verbal communication skills
- Communication and interpersonal skills
- Time management skills with the ability to prioritise and manage multiple tasks
- Attention to detail and organisational skills
- High level of proficiency in Microsoft Office programs

Essential Criteria

- Ability to attain a Working With Vulnerable Peoples card
- Drivers license

If you demonstrate the experience and skills as described above and are seeking an opportunity to be part of our team, please email a cover letter and resume.

Please note – only successful applicants will be contacted

Closing date for applications – 21st February 2022