



Exceptional learning and care

Integricare Early Learning Centre Parramatta Administration Assistant Permanent Part-Time

We are looking for a motivated and enthusiastic Administration Assistant with a commitment to working in a team to support the high-quality education and excellence in Early Childhood.

About the centre

Integricare Early Learning Centre Parramatta is a Long Day Care providing education for children aged 6 weeks – 5 years. It is a 57-place centre which provides an inclusive and individualised learning program reflecting the Early Years Learning Framework and National Quality Standards.

About the Role

The position is permanent part-time. The hours of work are 26 hours across the week (days of work negotiable). The role is for an administration assistant who will support the administrative service operations including accounts payable and receivable, fee processing, record keeping, filing, liaising with families, and supporting the Manager.

About you

- Have financial experience in accounts payable and receivable and reconciling petty cash
- Excellent communication skills - both written and verbal
- Work independently and be organised with an ability to prioritise tasks
- Ability to work as part of a team to maintain a positive culture
- Support the Manager and business with administrative tasks
- A commitment to building strong relationships with children and families
- Experience within an early childhood education setting preferred.
- Experience working with Qikkids Child Care Management System desirable

Essential Requirements

- A current Working with Children Check
- Committed to the Christian ethos and values of Integricare

Benefits

- Opportunities to move within the organisation
- Working with a dynamic team
- Access to Employee Assistance Program (Confidential)
- Career opportunities and access to paid professional development and training
- Supportive Management team

If you have the commitment and skills to take on this important and rewarding role, we would love to receive your application. Please include a cover letter with your application outlining your strengths and passion.

Please send your application to:

Cathy Weekes

Manager, Integricare ELC Parramatta

Email: afcmanager@integricare.org.au

Phone: (02) 9630 5293