

Integricare

Exceptional learning and care

We are looking for the best of the best

**Administration Assistant
Part-time or Full-time (2 Centres)
Strathfield Preschool and Inner West**



Integricare is looking for a person with a strong passion for early learning to join our team of professional educators at our Strathfield centre and potentially another centre in the Inner West.

Integricare

At Integricare, we provide a rewarding environment for passionate people who are committed to seeing a new generation flourish. Established since 1882, as a Christian organisation, we have a long history of making a positive impact in communities. Our families tell us that our learning quality and care, is excellent, and in many cases is exceptional. This does not happen by accident, we are only as good as our people, and we are looking for the best of the best.

The Opportunity

We are looking for a part-time Administration Assistant 12 hours per week at Strathfield Preschool or potentially a full-time Administration Assistant working at Strathfield Preschool 12 hours and working 18 hours per week at another centre in the Inner west.

It is essential that you have:

- Certificate in Office Administration or Industry Experience
- Qikkids or Xplor software experience (desirable)
- Diploma or Certificate in Early Childhood Education (desirable)
- An approved child protection statement of attainment
- A high level of proficiency in the English language, both in verbal and written form
- A current Working with Children Check
- Proof of Covid 19 vaccination

You will need to demonstrate that you have a high level of expertise or experience in:

- Well-developed written, verbal communication and inter-personal skills with a focus on providing strong customer service
- Highly developed clerical and administrative skills
- Demonstrated proficiency in word processing, data entry and Excel
- Comprehensive time management and organisational skills with the ability to establish priorities, manage workloads and identify when to reschedule and reorganise work to reflect changes in priority
- Being a self-starter, with a high level of initiative and a 'can do' attitude
- Engaging effectively with fellow educators and families to build strong relationships with children, families, and communities

As an Integricare employee you receive the benefits of an organisation that provides:

- Opportunities to learn and develop together within a community of over 200 employees
- Well-being programs and support systems for employees at all levels
- Employee discounts for childcare at our ELCs
- Annual Leave loading of 17.5%
- Above Award wages
- Career opportunities and access to paid professional development and training
- Supportive managers and leaders who are committed to building an environment of excellence.

APPLY NOW

If this sounds like an opportunity too good to miss, then we would like to hear from you. Please email your CV, with a covering letter addressing the requirement above to:

Karleen Stewart– North West Operations Manager - kstewart@integricare.org.au
(Please note, only short-listed candidates will be contacted.)

Integricare is committed to being a Child Safe organisation and adopts the National Principles for Child Safe Organisations.

Integricare is an equal opportunity employer

Integricare Centres are located in:

Rockdale Plaza . Brighton Le Sands . Rockdale . Turrella . North Strathfield . Strathfield . Rozelle . St Ives . Northbridge . Pendle Hill . Parramatta . Northmead . Auburn