

Position Vacant – Admin Assistant at Meal on Wheels Inverell

Meals on Wheels Inverell

Permanent Part-Time | Monday - Friday | 9:00 AM – 3:00 PM

Pay Point 2.1 SCHADS Award, Hourly Award Rate \$33.41 – Immediate Start

Meals on Wheels Inverell is seeking a motivated and reliable Administration Assistant to join our dedicated Meal Service Team. We are a community-based organisation dedicated to providing nutritious meals to elderly members of our community. Our service helps seniors maintain their independence while ensuring they receive proper nutrition and regular social contact.

Key Responsibilities:

- Perform general administrative tasks to support daily operations
- Work under the supervision of the Services Manager to prioritise and manage workload, assigned tasks and communicate and respond effectively
- Plan and organise meal orders, process changes, and maintain accurate client details
- Support the Operations Assistant with meal service delivery runs when required
- Prepare reports and handle client payments and bank deposits
- Update and maintain client records in our management software
- Ensure all organisation records and procedures are kept current
- Maintain strict confidentiality of client information
- Communicate with clients and volunteers in a polite and respectful manner
- Assist with client record maintenance and care plan updates

Essential Criteria:

- Previous administration experience
- Strong attention to detail and organisational skills
- Excellent communication and interpersonal skills
- Ability to follow instruction, be dependable and efficient
- Ability to handle financial transactions
- Computer literacy with ability to learn our Client records software
- Empathetic approach to working with elderly clients
- Valid Driver's Licence.
- Cleared Police Check.
- Professional, efficient, and friendly customer service skills.
- High standards of presentation and personal hygiene.

Applications &/or for further information please email the Services Manager.

Please submit your application, including your resume and minimum of 2 references to Services Manager: manager@inverellcommunitysupport.org.au

Applications close: Friday 23 May 2025 5pm