



華人社區服務中心

Chinese Community Social Services Centre Limited

ACN 679 804 927 ABN 95 428 365 701

On Luck Chinese Nursing Home

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177-179 Tindals Road, Donvale, VIC 3111

On Luck Chinese Nursing Home provides 120 residential places making it the largest Chinese Specific Residential Aged Care Facility in Victoria.

We sincerely invite people who are interested in serving the Chinese elderly, to apply for the following positions:

Receptionist and Administrative Support (12 Months Contract)

Responsible for:

Delivering exceptional front-line customer service by greeting and assisting visitors and managing communications through various channels. Efficiently handling administrative tasks such as managing office supplies, processing mail, and supporting the Administrative and Management Teams to ensure smooth and effective office operations.

Qualification:

- Previous experience in a receptionist or administrative support role preferred.
- Strong communication and interpersonal skills
- Proficiency in office software and equipment.
- Attention to detail and strong organizational skills.
- Must have a valid Police Check or be willing to undergo one.

Qualification:

- At least 1-2 years of experience in a receptionist or administrative support role.
- Demonstrated experience providing high-quality customer service in a professional setting.
- Strong verbal and written communication skills, with the ability to interact effectively with guests, visitors, and staff.
- Proficiency in using office software (e.g., Microsoft Office Suite, email, and calendar systems) and general office equipment (e.g., phone systems, photocopiers).
- Experience handling sensitive information with discretion and maintaining confidentiality.
- Experience with basic administrative tasks such as filing, data entry, and managing office supplies.
- Fluent in English and spoken Chinese (Cantonese and Mandarin).
- Competent in written communication. Familiarity with Chinese input methods is an advantage.

For application guidelines and job descriptions, please visit: www.ccssci.org.au/join-us/careers

OR enquire Administration Department on 03 9844 6000.

Closed on Monday 7 Oct 2024