



Chinese Community Social Services Centre Inc.
(ABN: 95 428 365 701)

On Luck Chinese Nursing Home

177-179 Tindals Road, Donvale, VIC 3111

On Luck Chinese Nursing Home provides 120 residential places (30 dementia specific 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:

Administrative Assistant

Casual

Duties:

General Office Administration support – implementing office management system, client reception and enquiry, handling staff and client records, data entry, assisting supervision of office volunteer.

Requirements:

The position requires an energetic applicant who has the initiative and commitment to work in a rapidly expanding and busy welfare organisation. Other requirements include:-

1. Proficiency in MS Office application softwares, knowledge in Chinese word processing will be an advantage;
2. With training in Office Administration and local relevant working experience;
3. Attention to details and accuracy;
4. Demonstrated interpersonal skills in client service and telephone manner;
5. Proficiency in both Chinese and English, fluency in Cantonese is a must and Mandarin will be an advantage;
6. Translation between English and Chinese;
7. Excellent time and workload management and organisation skills – ability to set priorities and to complete tasks at high standard within the time limit;
8. Team work;
9. Own transportation is a must.

For application guidelines and job descriptions, please:

Visit www.ccssci.org.au/join-us/careers

OR contact Administration Department on 03 9844 6000.

Applications close on Thursday 2 June 2022