



Administration Officer

Youth Futures WA has been providing services to our community's most vulnerable young people who are homeless, at risk, marginalized and disadvantaged for over 24 years and continues to strive to increase the availability of these services across the Perth metropolitan area. For more information about Youth Futures WA services, please visit our website www.youthfutureswa.org.au

This role is relied on to provide administrative duties to support the day to day running of the Agency including:

- Reception and administration support
- Financial and statistical data entry
- Team meeting coordination and support
- Basic IT maintenance and support for network users
- Updating of Agency website and social media
- Liaison with contractors, volunteers and partner agencies
- Assistance with HR processes and fleet management

To be successful in this position you will have:

- 3 – 5 years experience in an administrative position
- Sound understanding of administrative processes
- Excellent communication skills
- Information Technology literacy and confidence
- Mature work outlook with high attention to detail
- MYOB or Quickbooks experience would be an advantage

This position is classified at Level 4 of the Social, Community, Home Care and Disability Services Industry Award, commencing salary is \$43,000- to \$46,000- p.a. with the option to receive \$16050- tax free through salary sacrificing giving the commercial equivalent salary of \$48,000- to \$51,800-. The position is full time, 76 hours per fortnight and is based in Joondalup.

You will be required to use your personal motor vehicle to carry out some of the duties of this position, and a reimbursement will be provided for all work related travel. Your vehicle will be required to be registered and insured for business use and you will be required to maintain it in a roadworthy condition. Other requirements are: a valid "C" class WA driver's license, a current Working with Children Check and National Police Clearance. You must also be willing to obtain a Federal Police Clearance upon commencement of the position.

For further information please contact Anne on 9300 2677.

To apply please send us a cover letter outlining your experience, skills and abilities relevant to this position, and attach your resume.

Email your application to annew@youthfutureswa.org.au or post to Anne Welsby, Youth Futures WA, 3/70 Davidson Tce, Joondalup WA 6027 or fax to 9300 1565

Application must be received by close of business Friday 20th January 2011.