



The **Fred Hollows**  
Foundation

## Indigenous Program Administrative Assistant

*Make a difference!*

The Fred Hollows Foundation is an agent for development; we focus on blindness prevention and Australian Indigenous health.

This is a full time position that is responsible for the effective and efficient functioning of the Darwin reception and office as well as general administrative functions of Indigenous Programs. We are seeking an enthusiastic and diligent person who has –

- Demonstrated extensive experience in a similar role.
- Professional and friendly telephone manner.
- Strong attention to detail.
- Advance computer skills.
- Excellent written and clear verbal communication skills.
- Good time management skills.
- Ability to work well in a team.
- Experience working with a database.
- Current NT Driver's license.

*Indigenous people are encouraged to apply for this position.*

For further details and full selection criteria, go to [www.hollows.org.au/employment](http://www.hollows.org.au/employment) or call Ben Swan on (08) 8941 5145. Send applications to [fhf@hollows.org](mailto:fhf@hollows.org) by COB Monday 15 June 2009.