



The **Fred Hollows**
Foundation

Administration Support

Make a difference!

- **Join The Foundation in this exciting growth period**
- **Competitive salary with access to great salary packaging options**

The Fred Hollows Foundation is a non-government development organisation which seeks to eradicate avoidable blindness in developing countries and improve the health of Indigenous Australians.

This important role will have you acting as the 'face' of The Fred Hollows Foundation and be responsible for the efficient functioning of the reception area. The Administrative Support is a full time permanent position based in The Foundation's new and vibrant Sydney office.

We are seeking a professional administrator who must have –

- Demonstrated experience in a similar role
- Professional and friendly telephone manner
- High attention to accuracy and detail
- Intermediate Microsoft Office skills
- Excellent written and clear verbal communication skills
- Excellent time management skills with a proven ability to multi-task
- Strong interpersonal skills
- A NSW driver's license

Desirable

- Experience in organising corporate travel and purchasing will be well regarded
- Own car

For further details, go to www.hollows.org/employment or call **Helen Tran** on **(02) 8741 1900**. Send applications to employment@hollows.org or fax to **(02)8741 1999**.