

## **Job opportunity: Administrative Support**

### **Organisational profile**

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.

### **Job summary**

The Administrative Support is responsible for the efficient functioning of the reception area and acts as a professional first point of call for The Fred Hollows Foundation in Sydney. This permanent full time position will work within a close-knit Administration team, be supervised by the Administration Coordinator and report directly to the Administration Manager.

### **Location**

This position will be based in the newly refurbished Sydney offices of The Foundation.

### **Applications should –**

- Include a resume outlining summary of qualifications and experience.
- Provide the names and positions of two work related referees to whom you have reported to.

### **Selection Criteria**

To be successful in this role, you 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

### **Remuneration**

Salary package of up to \$55,844 (inclusive of up to \$45,000 base salary, leave loading, superannuation, tax free fringe benefit option) depending on experience.

### **Application process**

For further details go to [www.hollows.org.au/employment](http://www.hollows.org.au/employment) or call **Helen Tran** on **(02) 8741 1900**. Send applications to [employment@hollows.org](mailto:employment@hollows.org) or fax to **(02) 8741 1999**.