



Job opportunity: Project Officer - Low Cost Spectacle Scheme

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

This role is to provide effective reception and administrative support functions to ensure the efficient day to day operation of the Eye Care Database and the Low Cost Spectacle Scheme. Major responsibilities include:

- Maintenance of all records including eye-care databases and correspondence.
- Provide administrative support to the Top End Eye Health Project Coordinator.
- Assist in the provision of research statistics for program reports.
- Liaise with customers and the dispensing contractors for the Low Cost Spectacle Scheme.
- Manage ongoing updates and IT installations with regards to Database maintenance.
- Other duties as required.

This position reports directly to the Eye Health Program Manager and works closely with the Outreach Optometry Project Officer and the Health Promotion Coordinator.

Location

Full time based in Darwin office – servicing the Northern Territory

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

The Foundation is seeking an enthusiastic person with the following attributes:

- An understanding of contemporary Aboriginal culture.
- Professional and friendly telephone manner as well as the ability to provide excellent client servicing.
- Strong experience in office administration demonstrating excellent time management skills and proven ability to multi-task.
- Demonstrated high speed and accurate data entry skills.
- Intermediate Microsoft Office skills and competent in undertaking general IT upgrades and updates.
- Excellent written and clear verbal communication skills
- Willingness to work flexibly & co-operatively in a team environment

Remuneration

- Salary package of \$49,217 – \$54,519 (inclusive of base salary between \$40,000- \$44,000, leave loading, superannuation, tax free fringe benefit option) depending on experience.

Application process

For further details go to www.hollows.org.au/employment or call **Annette Laurie** on **0438826686**. Send applications to employment@hollows.org or fax to **(02) 8741 1999**.