



## **Administration & Communications Support Officer**

### **Holy Family Services**

### **Brother Albert's Home, Marayong**

#### **About us**

Holy Family Services (HFS) is a non-for-profit provider of aged care, childcare, retirement living and education services for people in Western Sydney. We are a ministry of the Sisters of the Holy Family of Nazareth, established by the Sisters more than 65 years ago.

We have a proud tradition in providing the highest standard of care and hospitality services in a family-focused environment across our organisation.

#### **About the role**

We are currently seeking a creative, flexible, and agile **Administration & Communications Support Officer** to join our dedicated and friendly team. This position is permanent full-time, working Monday to Friday (8:30-17:00).

Reporting to the **Manager of Legal, People & Culture** you will provide general administrative support including reception duties, meeting, and greeting residents and visitors as a first point of contact, assisting with distribution of mail and email correspondence. You will be supporting the development and delivery of marketing and communication strategies, as well as maintenance and enhancement of corporate website and social media presence. You will ensure positive outcomes for all residents, visitors, staff, and others by providing a safe and pleasant environment.

#### **About you**

Ideally, we are looking for someone who has the following:

- Demonstrated strong customer service ethos and professional presentation
- Demonstrated commitment to quality and continuous improvement
- Have highly developed verbal and written communications skills
- Excellent telephone manner and articulation
- Demonstrated ability to exercise initiative, independency and provide proactive support within a team
- Excellent social media skills with experience developing and delivering content across a variety of platforms such as Facebook, YouTube, Instagram, Twitter, Word Press
- Proven ability to write engaging content, including Newsletters, brochures and flyers, for a broad range of internal and external audiences.
- Demonstrated accuracy and attention to detail
- Willingness and ability to learn new skills
- Proficient in computers, Microsoft Office including Outlook; basic graphic design programs
- Ability to understand financial management process (ordering, reconciliation, reporting)
- Evidence of right to work in Australia.
- Have a current NDIS worker check or a willingness to obtain one
- Covid-19 vaccination (at least first dose)

**Benefits of working with us**

- Large organisation based on core Christian values of Hospitality, Love and Acceptance
- Monthly training offered to solidify your skillset. Regular toolbox talks to enhance your current learning
- Supportive work environment with leadership support
- Family friendly
- Salary sacrifice
- Annual Flu Shot provided

**Enquiries:** For further information about this opportunity please call Joanna, Manager of Legal, People and Culture on 02 9678 8200.

**Application Process:** Applications should include your cover letter and resume and be sent to Joanna at [hr@holyfamilyservices.com.au](mailto:hr@holyfamilyservices.com.au)

**Applications close 17 September 2021.**