

Home Based Services Administration Officer

6-month Part time contract (Full time considered)

Are you looking for a rewarding career that allows you to combine your strong administrative and customer service skills? Then join our Home-Based Services administration team at Omeo District Health and make a difference!

Omeo District Health (ODH) is a publicly funded, Small Rural Health Service located in East Gippsland's High Country.

We are looking for an experienced administration officer with excellent communication and interpersonal skills. Prior experience of working in the health sector, government or similar area is desirable but not essential, as is understanding of health data or potentially associated records management systems.

If you wish to discuss this further, please contact:

Leanne McKenzie, Home Based Services Manager

Phone (03) 5159 0100

Leanne.mckenzie@omeohs.com.au

For a full position description visit our website at www.odh.net.au

To apply, please submit a cover letter and resume to recruitment@odh.net.au

Omeo District Health is a merit-based equal opportunity employer and encourages applications from people of all cultural backgrounds, including diversity (LGBTIQ) and people with a disability.

Application close midnight Tuesday 24th December 2024