



Mallacoota District Health and Support Services

📍 Mallacoota, Bairnsdale & Gippsland VIC

🏢 Office Management (Administration & Office Support)

🕒 Full time

💰 Dependent on experience.

Office Manager: Mallacoota District Health and Support Service (MDHSS)

The ideal Office Manager candidate would be someone who might be considering a lifestyle change whilst living & working in a relaxed seaside community, who works well in a small team, is client focused, enjoys a fast-paced work environment & most importantly, is experienced in all facets of office management.

Attributes

- Ideal attributes for the successful candidate would be someone who oversees the coordination & running of the office including and not limited to:
 - working very closely with the MDHSS executive management team
 - managing the day to day running of the office by:
 - placing orders for necessary supplies & equipment
 - coordinating staff movement
 - managing a busy front office with walk in clients or those with appointments as well as receiving deliveries
 - developing in house training & on-boarding of new staff
 - developing and implementing strategies to improve efficiency
 - ensures that the laws that guide the practice are adhered to by regularly reviewing office policies/procedures and that the office meets all safety standards (for staff, clients & visitors)
 - is an effective communicator, has exceptional customer service skills & a willingness to work as part of a team
 - desirable but not essential would be experience in the healthcare space
 - essential to note that this role is full-time & based in Mallacoota-VIC
 - And most importantly, the candidate has the passion to drive & shape the culture of the organization.

Employer questions

- Your application will include the following questions:
- Which of the following statements best describes your right to work in Australia?
- How many years' experience do you have as an office manager?
- Do you have customer service experience?
- Which of the following Microsoft Office products are you experienced with?
- How much notice are you required to give your current employer?