

Find your career with the Limestone Coast Local Health Network

# Administrative Officers

Administration roles are vital to assist in the effective and efficient delivery of services either in hospitals, community health or residential aged care settings. Roles in administration are extremely varied with many different areas for staff to work in, at all levels of experience. Administration roles are suitable for people who have good communication skills, prioritisation and computer skills and enjoy working in a fast paced, team environment.

## Duties may include:

- Reception, phone and switchboard
- General administrative tasks which may include typing, minute taking, filing, maintaining medical and corporate records, booking meetings/rooms, word processing and using computers and IT systems
- Accounts processing
- Data entry and data analysis
- Assisting with finance and human resources paperwork and processes

## Entry Pathways:

- The majority of administration roles do not require formal qualifications, however in some specific roles within specialised areas such as finance, human resources and management roles, a tertiary education can be advantageous

## Desired Skill Sets:

- Good interpersonal and communication skills (written and verbal), and the ability to relate to people from different cultures, backgrounds and circumstances
- Ability to prioritise work, meet deadlines and timeframes
- Experience in using Microsoft programs such as Outlook, Word and Excel.
- Ability to learn how to use a range of different IT Systems
- A commitment to providing high level consumer focused services, supporting the community to access health care services
- Ability to work well in a team environment
- Ability to maintain confidentiality

# Career Opportunities

## LIMESTONE COAST LOCAL HEALTH NETWORK

The Limestone Coast Local Health Network provides the community with access to a wide range of health care services, covering a large geographical area which consists of the Upper and Lower South East and extends all the way to the Victorian border.

The LCLHN employs approximately 1,520 dedicated, experienced staff who strive to meet the needs of the community by providing the highest level of health care.

Scan the QR code to find out more about working with the Limestone Coast Local Health Network and our current vacancies



### Employment Benefits:

- Casual, part time and full time positions available
- Job security
- Salary packaging
- Flexible work arrangements
- 4-6 weeks annual leave (depending on role and roster arrangements) in addition to other leave entitlements
- Supportive and friendly work environment
- Career progression opportunities
- A vibrant, values based place to work and learn
- Be part of our high quality, safe and innovative health service
- Flexible work arrangements e.g. part-time, job sharing, compressed weeks and purchased leave – supporting you to manage work/life balance at all stages of your life
- Opportunities to work in multidisciplinary teams and in diverse environments
- Professional development and opportunities to work in different roles and at higher levels
- Make a real difference and feel like an important part of your community

### When applying for vacancies you will need the following documents:

- Current resume/curriculum vitae
- Contact details (email and telephone) of three referees
- Relevant criminal history checks
- Visa/passport details (if not a permanent Australian resident)
- Immunisation history (including COVID-19 vaccinations)

### Find out more about working with the Limestone Coast Local Health Network:

[www.sahealth.sa.gov.au/workatLCLHN](http://www.sahealth.sa.gov.au/workatLCLHN)

[www.facebook.com/LimestoneCoastLHN](https://www.facebook.com/LimestoneCoastLHN)



**Health**  
Limestone Coast  
Local Health Network