



Advertisement

Position Title Admin Officer / Receptionist

Employer: Health and Community Services Union (HACSU)

Work Type: Full Time

Applications Close: 5th February 2018

The Health and Community Services Union (HACSU) represents the interests of workers in the disability, mental health and alcohol & other drugs sectors across Vic.

An exciting opportunity exists for an experienced and dynamic individual providing administrative support to our industrial / legal team. You will be working in a fast paced environment with a variety of duties including:

- answer calls professionally and efficiently
- Maintenance and operation of Membership database
- Assisting with general administrative tasks
- Dealing with external correspondence creating membership and induction packs

This is an excellent opportunity for a motivated individual who feels strongly about providing equity and fairness in workplaces. While experience in the trade movement is not a requirement of the role, it is essential that the successful can demonstrate their commitment to the values of the Trade Union Movement

HACSU recognises the importance of long term staff and the need for genuine career progression and opportunities

Key Selection Criteria

- Demonstrated support / administrative qualities, reflective of the Union environment promoting the values and principles of unionism.
- Commitment to the underlying principles of the union movement, social justice, community development and equity.
- As the first point of contact for members and stakeholders it is imperative that the successful applicant has a warm, friendly disposition.
- Demonstrated ability to manage and resolve issues arising from a demanding workload, high levels of expectation and competing priorities in the workplace.
- Proven ability to positively contribute to change and innovation.
- Ability to follow the duties through to its completion including high attention to details.
- Demonstrated communication, analytical, problem solving and dispute resolution skills.
- Demonstrated decision-making and time management skills.
- Excellent presentation and interpersonal skills.
- Pro using Microsoft Word, Excel, Power Point, Outlook

Salary: HACSU provides an attractive Salary and conditions, commensurate with demonstrated skills and experience

Please send your application to Paul Healey – Assistant State Secretary
by COB Monday 5 February 2018 – via email Paulh@hacsu.asn.au