

**SHARE & CARE COMMUNITY SERVICES GROUP**

**Require an  
Administration Officer**

**Wellington St Head Office**

We are looking for a person with suitable experience to undertake a diverse range of duties in a challenging and rewarding role.

**Essential:**

- Recent experience of at least 3 years working with organisational administrative systems and records;
- Sound, written and oral communication skills;
- Initiative;
- High standards of time management and attention to detail;
- Excellent computer skills, word processing skills, and experience in developing and using spreadsheets;
- Excellent interpersonal skills
- Ability to produce results under pressure;
- Standard drivers' license

Hours: 16 hours per week Monday to Friday (permanent Part time)

Continuous training and support is provided to all employees to assist in their achievement of work orientated goals and ensure best practice outcomes for the clients.

An application package can be obtained by calling 96222828

Send your written applications **addressing the selection criteria** in the Job Description by the 1st December 2006 (closing date) to:

Ms C. Jones-Lummis  
Chief Executive Officer  
Share & Care Community Services Group  
P.O.Box 365  
Northam 6401  
Western Australia