

Whitsunday Counselling and Support Inc is a Whitsundays QLD based organisation employing a dedicated team of individuals working to support DFV victims and reduce DFV in our community through education, counselling and support.

Whitsunday Counselling and Support are seeking an Administration Officer to support to Managers, Counsellors and Board of Management as requested. Provide general administrative supports across the organisation and backup support and coverage to Reception as required and requested.

This is a permanent Part time .6 position; it is a level 2 position (Social Community, Home Care and Disability Services Industry Award 2010-SACS)

Applicants **must** address the Selection Criteria and other required information for this position.

All Enquiries contact Graeme Kerkin phone (07) 4946 2999

Email: poppy@whitsundayccs.com.au or phone (07) 4946 2999

Closing date Monday, 6th July 2018