

PROGRAM SUPPORT WORKER
Part time 0.8FTE
Monday to Thursday

Part time - Contract position

We are seeking to employ an enthusiastic & motivated Program Support Worker with a positive outlook to join our team based at Victor Harbor. The successful applicant will demonstrate experience and a high standard of competence in all Microsoft Office applications.

As the first point of contact for telephone calls and enquiries at the reception area you will need to be a quick thinker and thrive on multi-tasking. A keen eye for detail and ability to work independently will also be required to succeed in the role. The position requires a mature outlook and a demonstrated capacity to maintain confidentiality.

Remuneration will be negotiated dependant on skills, experience and qualifications. Our organisation offers generous salary packaging options, 5 weeks Annual Leave & TOIL, in addition to a flexible and supportive working environment.

Job description and advice on how to apply can be obtained on our website: headspace.org.au/murraybridge or www.mmgn.org.au Further information can be obtained by contacting Kris Dalitz, Business Manager, on 08 8531 1303

Applicants are requested to send a covering letter, addressing the key selection criteria, and resume to the Business Manager, Murray Mallee General Practice Network, PO Box 292, Murray Bridge 5253 or emailed to krisd@mmgn.org.au by COB 22 November 2019

