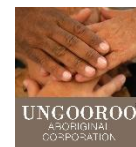




4 Traineeships in Business Administration at Ungooroo GP & Health Services



Title	Certificate III in Business Administration – BSB30115	Location	Singleton NSW
Award	AQF Certificate III Traineeships – Miscellaneous Award 2010 Schedule E – National Training Wages	Position	Permanent Part-Time
		Hours	Varied
Employment	12 Month Traineeship position	Responsible to	The CEO

Ungooroo GP & Health Services is currently seeking candidates for 4 Traineeships in Business Administration in our expanding medical service. Ungooroo Aboriginal Corporation is endorsed as an Aboriginal Community Controlled Health Organisation (ACCHO) and an accredited General Practice through AGPAL. Ungooroo is currently expanding our services and as such we are currently seeking 4 new positions within our team. This is a great opportunity for successful candidates in creating a successful employment pathway and potential career pathway.

Participants in this traineeship will work in a medical administration role that supports the primary functions of the organisation. The accredited training provided enhances essential skills in business administration.

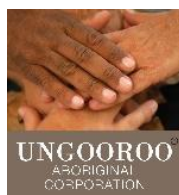
This position is Aboriginal identified position in accordance with section 14 (d) of the Anti-Discrimination Act, 1977. Aboriginal & Torres Strait Islander people are strongly encouraged to apply.

About the Role

Your role will be working directly under supervision of the CEO and will assist in the areas where required. The successful candidate will be required to organise appointments, maintain records and perform medical administration & other tasks in order to ensure smooth and efficient functioning of the practice and provide an exceptional standard of care to our patients in a cultural appropriate manner.

Essential Criteria

- Ability to work co-operatively and effectively in a team environment
- Capable of prioritising work within established procedures
- Responsible for work performed with a medium level of accountability or discretion
- Professional telephone manner
- Respect for confidentiality and privacy
- Sound computer skills (Microsoft)
- Ability to work under minimal supervision and adhere to routine tasks till completed to required standard
- Sound literacy and communication skills
- Friendly, honest and reliable
- Patient, with a sense of humour



Please send your cover letter and resume to **Taasha Layer – CEO**
email: taasha@ungooroo.com.au

Applications close COB on 22nd February 2019