

Receptionist Trainee – Youth

Eastern Health Authority (EHA) is a local government organisation that provides environmental health services to over 160,000 residents who reside within its Constituent Councils – the City of Burnside, Campbelltown City Council, the City of Norwood, Payneham & St Peters, the Town of Walkerville and the City of Prospect.

EHA is seeking applications from a highly motivated, enthusiastic, eager to learn and committed individual who is interested in completing an administration traineeship while gaining a nationally accredited Certificate 3 in Business Administration.

The successful applicant will have a commitment to teamwork and continuous improvement and a desire to work in a dynamic environment. They will align with EHA's core organisational values and have strong written and verbal communication skills.

This is a full time 12-month contract position provided in a supporting and engaging environment. Ideally the candidate will be between the age of 17-21, and someone who is keen to contribute to their local community.

You will learn practical skills and provide administrative support across Eastern Health Authority's organisation within the role of full-time Receptionist Trainee - Youth. The successful person will work as part of a team in a fast-paced environment by providing professional reception and administrative support duties.

Your key responsibilities will include, but are not limited to:

- Answering and directing all incoming calls
- Effectively managing reception area
- Meeting & greeting clients and other office visitors
- Distributing all incoming and outgoing mail
- Scanning, filing and general administration support
- Excellent communication and computer skills
- Data entry and spreadsheet management
- Provide back up for adhoc administrative tasks

To be successful in this position you will have the following skills:

- Excellent phone manner and verbal communication skills
- Well-developed written skills
- Well-presented and motivated to further their studies as you will be required to complete a traineeship
- Greeting and assisting customers, along with enthusiastic and cheerful commitment to customer service is essential
- Good attention to detail with a high level of accuracy
- Able to work independently or as part of a team
- The ability to multitask and have a flexible approach to various challenges
- Proficiency in Word, Excel and Outlook
- The successful applicant will need to obtain a DCSI Child Related Employment Screening

Applications should be forwarded to
Kristen Paparella, Team Leader – Administration and Immunisation
Eastern Health Authority
PO Box 275 Stepney SA 5069.
or emailed to eha@eha.sa.gov.au

For more information about EHA, visit our website www.eha.sa.gov.au or contact Kristen Paparella on 8132 3600.

Closing 5:00pm on 30 September 2022.