



Job Advertisement

Projects Officer

Social, Community, Home Care and Disability Services Industry Award 2010

Introduction

Responsible for projects and service provision operations. Mid Murray Support Service Inc offers a unique opportunity for an exceptional Projects Officer to Join its team.

Purpose of the position

Reporting to the Coordinator, the Projects Officer is accountable for support and administrative assistance in daily organisational operations of the Mid Murray Support Service Inc (MMSS) Services Team.

Responsibilities

Your specific responsibilities will include:

- Manage and facilitate projects including knowledge of source agreements and requirements in consultation with the Coordinator.
- Operate/Maintain service provision Portals and reporting systems.
- Manage and facilitate ACE and other internal training.
- IT trouble shooting; database and network system operations.
- Assist Coordinator and other staff when required.
- Other administrative tasks including reporting, filing and general assistance to the Coordinator as required.

Term of appointment

The position is based on a 38 hour week and availability of funding.

Prospective applicants may contact the Mid Murray Support Service Coordinator or Finance Manager on 08 8569 2129 to obtain further details of the position and a job description. Applications should include a resume and cover letter forwarded to the following address by 18th May 2018:

Attention: Coordinator (CONFIDENTIAL)
71 Randell St
Mannum SA 5238
OR Email: coordinator@mmss.com.au

Applicants are advised that Mid Murray Support Service Inc. is an Equal Opportunity employer.