



## **Administration and Projects Officer – Bunbury**

### **Fixed term – Full time**

The role of Administration and Projects Officer at Forrest Personnel will be both interesting and rewarding.

- You will provide administrative assistance to the General Manager Services to help facilitate the smooth running of the day to day operations.
- You will support and manage various administrative and project related tasks identified by the Executive Management Team.
- You will create strong collaborative relationships by working closely with internal and external stakeholders on achieving project goals.

### **Who will you be working for?**

At Forrest Personnel 'No Ability Wasted' is not just something we talk about.

We believe it and every day we turn these words into actions.

We are an innovative, local charity that specialises in supporting people with health conditions, injuries or disabilities to find and keep jobs.

We provide free recruitment services to employers and provide on the job support, wherever and whenever it's needed for as long as it's needed.

We've been around for over 30 years and our teams are fierce advocates for the people we serve across communities in metro, rural and regional Western Australia.

We are looking for another *'fierce advocate'!*

### **What will you need to bring to the role?**

- Experience in providing administrative support at senior management level.
- A keen eye for detail and a high level of written and verbal communication.
- Strong organisational and time management skills with the ability to manage several projects at any given time. Demonstrated ability to plan, set priorities, and monitor workflow.
- Strong interpersonal skills and ability to cooperate well with others in a fast paced environment.
- Demonstrated critical thinking, analytical skills, and ability to conduct research. Ability to implement effective problem-solving strategies with minimal supervision.



- Strong IT literacy with competency in Microsoft Office applications and other various programs and systems will be essential.

### **What can Forrest Personnel offer you?**

As an employer focused on continuous improvement, we're always looking to do things differently. We value motivation and initiative and if you feel you have a passion for service excellence, you'll be rewarded with:

- the option of generous salary-packaging;
- fixed term contract until June 2023
- access to an Employee Assistance Program which offers free confidential counselling for you and your family;
- discounted health insurance through our selected provider; and
- most importantly, the privilege of working for a values-based organisation that's totally committed to our local communities.

All candidates must possess, or be able to obtain, a Working with Children Check, Driver's Licence and National Police Clearance prior to commencement.

Forrest Personnel is an Equal Opportunity Employer, with a strong commitment to diversity in the workplace. We encourage applications from individuals with a disability, health condition or injury, as well as those with culturally diverse backgrounds.

### **Take Action!**

If you would like to be part of a caring, happy and energetic team, please follow the link below

<https://www.fp.org.au/careers-at-fp/current-vacancies/>

Please follow the steps below:

1. Download and complete the application form
2. Submit the completed application form with your cover letter and resume to [recruitment@fpi.org.au](mailto:recruitment@fpi.org.au)

**Applications submitted through SEEK without an application form will not be considered.**

*FPI reserves the right to withdraw this advertisement prior to the stated closing date.*

*Only applicants successful in progressing to interviews will be contacted.*