**Receptionist**

24 hrs per week (Mon, Tues, Wed)

Salary - $34,195 p/annum ($27.40 per /hour) - generous salary packaging available

For over 35 years Interchange Outer East (IOE) has been delivering programs and services which support not only the person with a disability but every family member.

Our actively growing agency currently has a fantastic opportunity for a vibrant and dedicated individual to join our team. We are looking for an excellent communicator, with an interest in the not-for profit sector, to represent our core values and take responsibility for providing a fantastic first impression. As the receptionist at IOE, you will be responsible for our agency’s first impression.

We are seeking the following qualities in an applicant:

* The ability to build positive relationships with high level of interpersonal skills
* The talent to interact with people in a positive and courteous manner
* Strong written and verbal communication skills
* The ability to prioritise tasks according to importance in a fast-paced environment
* The capability to multi-task without compromising on quality
* Dependable, punctual and able to work flexible working hours
* The ability to remain calm under pressure
* Must be proficient in handling office equipment including complex multiple lined telephones, printers, photocopy machines, etc
* Basic knowledge of Microsoft Office Applications, specifically Outlook, MS Word and Excel
* Experience in a similar role is essential

Prospective candidates will need to undergo a series of safety screening checks before appointment to any position at Interchange Outer East. Our recruitment procedures reflect our commitment to the safety of the people we support. Safety screening includes:

* A Working with Children Check
* National Police history check (Crimcheck)
* Disability Worker Exclusion Scheme

In addition to the safety screening, the successful applicant will be required to provide proof of currency for first aid certification – Provide First Aid HLTAID004.

Generous salary packaging is available on commencement.

Applications including a cover letter and resume should be emailed to julie.settle@ioe.org.au. A position description can be obtained by contacting Julie Settle on 9758 5522 or from our website at [www.ioe.org.au](http://www.ioe.org.au). Applications close on Friday 24th August 2018 at 5.00 pm.