



## **Administration Assistant**

Old MacDonald's Child Care (OMCC) is a purpose-built private service that opened in January 2016.

OMCC is located on a property of 8.5 acres in Orchard Hills opposite Erskine Park Business Park. With the facilities, we can provide education and care for up to 131 children per day aged between 6 weeks and six years. Our service operates 7.00 am-6.00 pm, 50 weeks per year.

OMCC is seeking to employ a part-time (20 hours per week over three days.) experienced administrative assistant that is passionate and dedicated to customer service and implementing procedures. During the year, e.g. re-enrolment, photo week, Mother's Day etc. we require additional hours to assist the service meet their operational needs.

Are you a lateral thinker and thrive to improve the ways things are done? If you are; keep reading. Our Administrative Assistant will work alongside our Service Director in providing excellent customer service, support the enrolments and attendances and assist with rostering and all matters financial. Your natural ability to multi-task, combined with your warm and professional nature, will ensure that this role successfully supports the service's team, children and families.

The administrative assistant will be responsible for:

- Answering the phone and attending to parent queries in a helpful, professional and positive manner.
- Manage Qikkids attendances, enrolments and change of bookings and fees.
- Management of family accounts, including direct debit, fee payments, debt chasing, queries, payments and CCSS procedures
- Support the service director to maintain consistent practices, including rostering.
- Build and maintain professional partnerships with the families.
- Assist with processing new enrolments, including maintaining the waiting list.
- Booking families in for service tours.
- Attend to emails daily
- Maintaining the immunisation register
- General administration tasks
- Assisting with service tours, orientation visits and service events.
- General day to day office processes for the educators and families
- Manage the ordering within the service.

To be successful applicants will need to possess:

### **Essential Criteria**

1. Business Administration Qualifications.
2. Current First Aid and Asthma & Anaphylaxis certificates.
3. Experience working in a long day care setting as an administrative assistant.

4. Experience with the software including Qikkids, Microsoft Word, Excel and Publisher
5. Excellent computer skills
6. Excellent organisational skills, creative thinking and ability to maintain the organisation's processes.
7. Ability to prioritise and be flexible when managing workload independently.
8. Excellent written and verbal communication skills
9. Current Working with Children Check
10. National Police Clearance (no older than six months old)

### **Desirable Criteria**

1. Certificate 3 or Diploma in Childcare Services

### **Additional Information**

This position has been identified as a child-related position under Child Protection laws in NSW. Applicants need to provide OMCC with a valid copy of the Working with Children Check clearance obtained from <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>. Prohibited individuals are not eligible to apply.

Wages and conditions are in accordance with the Modern Award Children's Services and the NES.

**Employment - Part Time 20 hours per week over three days. Monday, Wednesday and Friday.**

### **How to apply**

Applicants are required to submit to: [sam@oldmacdonaldschildcare.com.au](mailto:sam@oldmacdonaldschildcare.com.au) with the following:

- Cover letter addressed to Samantha Sage
- Resume
- Completed administration assistant selection criteria statement
- WWCC and National Police check
- 2 Referees including email and phone details.

Please allow one week after submitting for processing of your application. If you have not received a response within the two weeks after submission, then, unfortunately, your application has been unsuccessful, and we wish you the best of luck in your job search.

Applicants who progress to an interview will be notified via phone.

If you have any questions or queries regarding this role, please email Samantha at [sam@oldmacdonaldschildcare.com.au](mailto:sam@oldmacdonaldschildcare.com.au)

Keep up to date with OMCC progress by following us through [Facebook](#) or visiting our website [www.oldmacdonaldschildcare.com.au](http://www.oldmacdonaldschildcare.com.au).