



Relief Client Service Officer

- **Make a difference in people's lives**

Calvary Silver Circle is recruiting Relief Client Service Officers to support our service centres across Melbourne metro areas. The team also provides the after hours service support from Head Office.

We are seeking highly motivated applicants for this interesting and diverse role with the following skills:

- Excellent computer and communications skills
- Able to cope with multiple demands of phone, email and scheduling
- Excellent spoken English
- The flexibility to work day, evenings, weekends as required
- Motor Vehicle and mobile phone are essential
- Applicants will need to be able to travel to Moorabbin, Ringwood and East Keilor

You will be responsible for:

- Rostering and scheduling suitably skilled workers to meet the needs of clients
- Maintaining all actions in our specifically designed database
- The ability to maintain office administration systems and reporting

A commitment to meeting the challenges of delivering help when it's needed in community based care is essential. This is an exciting opportunity for the right person.

For further information or Duty Statement please contact Jane White on 1300 783 683. Email your cover letter and resume with Ref 630 to recruitment@silvercircle.com.au

Visit www.silvercircle.com.au.

