

OFFICE MANAGER
(Maternity Leave Position)

- ✓ **Valued and varied role**
- ✓ **Opportunity to make a difference**
- ✓ **Friendly team environment**

Palliative Care Victoria represents palliative care providers and those with an interest in palliative care in Victoria. Our mission is to promote high quality palliative care for all.

We are seeking an experienced Office Manager with exceptional interpersonal, organizational and administrative skills. This is a dynamic and varied role in a small office requiring initiative, versatility, commitment to excellence and teamwork.

This position reports directly to the CEO and is responsible for supervising one staff member.

This is a full-time maternity leave position for a 12 month period, with the possibility of extended employment.

A competitive salary package commensurate with skills and experience will be negotiated.

Applications close on **Monday 16th August 2010 and should be addressed to:**

Odette Waanders
Chief Executive Officer
Palliative Care Victoria
Suite 3C, Level 2, 182 Victoria Parade
EAST MELBOURNE VIC 3002
E owaanders@pallcarevic.asn.au

Applicants must be familiar with the Position Description. This is available on our website www.pallcarevic.asn.au or by contacting us:
Tel: 03 9662 9644 Email: info@pallcarevic.asn.au