Reception / Office Administrator

Salary Range: $63,626 - $ 72,272

Full Time (75 hrs p/fn)

Based in Broome

An Opportunity Beckons

We're seeking an experienced Reception / Office Administrator who enjoys working with people and being part of a supportive, purpose-driven organisation. Based in Broome, you'll play an important role in supporting our clients, community partners and health teams delivering services across the Kimberley.

About the role

This full-time role is a great opportunity for a friendly, organised and proactive person to become a key part of Boab Health Services. Based in Broome, you'll be the welcoming first point of contact for clients and community partners while providing valuable reception and administrative support to our clinical and leadership teams. With plenty of variety and the opportunity to contribute to health services across the Kimberley, this is a role where your work really matters.

About you

The right fit for us and our company culture is super important to us, so if you are a multitasker, passionate about people and health and you are a solid team player we are looking for you. Your experience, compassion, and motivation to work in rural and remote health care and with Aboriginal people and will be highly regarded.

Why work with us?

Boab Health Services is a values-based registered charity, with a positive team culture that is committed to creating a supportive, collaborative, and healthy workplace. Our permanent employees receive:

- six weeks annual leave (pro-rata),
- attractive remote-area salary packaging options (up to $30,000 per annum),
- excellent professional development opportunities ($4,000 budget plus five days additional leave),
- district allowance ($10,400 p.a.)
- annual airfare at 12 months of service ($2,000)
- utilities allowance ($800 per annum)
- $299.00 available for staff to spend annually on work-life balance (for example, gym membership, a massage, sporting equipment, camping equipment, etc.

Our staff value working for Boab Health Services due to the flexibility we afford them, the autonomy we grant them, the trust we share, and the growth we all enjoy.

More information

For the full job description, selection criteria and more information about working with us, please go to https://boabhealth.com.au/join-our-team/ or contact Kelly Mackenzie on 9192 7888

To apply

Applicants should address each of the selection criteria (located within the job description found on our website) and include their resume along with the names of at least two referees. Email your application to people@boabhealth.com.au

We reserve the right to close off this position before the closing date should we have a suitable applicant pool. We will provide feedback to shortlisted applicants on request.

Boab Health Services is an Equal Opportunity Employer | We value and encourage diversity within our workforce.