



# THE BUTTERY

**ROLE TITLE: Part time Administration Assistant**

**LOCATION: Binna Burra**

## About You

In this role, you'll get to work with a small supportive team in an autonomous environment. You'll use your strong administrative skills to support day to day operations and a broad scope of responsibilities. We are looking for someone who is friendly, positive under pressure, and can work with initiative, discretion and flexibility.

## About Us

We are a not-for-profit charitable organisation established in 1973. Through residential and community-based programs, we specialise in the treatment of alcohol and other drug misuse and mental health concerns. Our programs are evidence-based, best-practice and informed by the latest research into addiction treatment. We never stop believing in change for the better, and we work constantly to improve the lives of the people we support.

## Hours and location

The role is based at The Binna Burra site, about five minutes from Bangalow.

We offer 16 hours pw working on Tuesdays and Wednesdays.

There is scope for additional hours to cover staff leave.

## About the Role

### Qualifications

1. Tertiary qualifications or relevant experience in office administration
2. Licences and checks: A current valid manual Driver's Licence, COVID vaccination, satisfactory current Criminal Record Check and Working with Children Check.

### Experience

3. Experience working in reception or administration
4. Demonstrated proficiency using the Microsoft suite including creating spreadsheets and formatting Word documents
5. Experience using and maintaining database, content management and video conferencing software
6. Strong customer service skills with a professional phone manner

## Why staff love working at The Buttery

- ✓ Brilliant company culture.
- ✓ Opportunity to bring positive change to support people living with addiction and mental health issues.
- ✓ Enjoy five weeks annual leave pro-rata.
- ✓ Generous NFP salary packaging options.
- ✓ No weekend work is required.
- ✓ Internal opportunities to transfer and work in other programs.
- ✓ Training and development opportunities.
- ✓ Access to external clinical supervision for direct service staff.
- ✓ 24/7 Employee Assistance Program free to staff and their immediate family. Includes access to an online wellbeing platform, financial and legal advice.

## Find out more:

### To apply visit

[www.buttery.org.au/employment-opportunities](http://www.buttery.org.au/employment-opportunities)

For any other queries, please contact [recruitment@buttery.org.au](mailto:recruitment@buttery.org.au)

This role is remunerated with a rate up to 27.58ph depending on qualifications and experience with access to salary packaging to potentially increase your take home pay. The role is funded to June 2023 with strong potential for extension.

Closing date: 13<sup>th</sup> May 2022

Apply for this role: Please email your resume and cover letter addressing the selection criteria above to [recruitment@buttery.org.au](mailto:recruitment@buttery.org.au)

In your cover letter, please address all selection criteria with a brief paragraph. Unfortunately, applications that do not address the selection criteria will not be considered.