

Position Vacant

Administration Assistant

Blue Sky Community services is seeking to employ a professional and values-aligned person to join our supportive and friendly team and to assist us in delivery of high-quality administrative services and excellent customer service on the Mid North Coast of NSW. A part-time position is available initially for 35 hours per week over 5 days in our Coffs Harbour office, and reducing to 21 hours per week (working Monday, Tuesday and Friday) from 2nd April 2025, covering for parental leave.

Closing Date

Applications must be received **before midday** on **Monday, 17th February 2025.**

Who are we looking for?

Successful applicants for this position, will be people who:

- are friendly, kind and positive people, with a can-do attitude
- not only want to meet expectations, but want to exceed them
- are highly organised, efficient and effective
- are passionate about efficient, accurate administration and procedural compliance.

About Blue Sky Community Services

Blue Sky Community Services is a not-for-profit values-based community organisation. Our vision is to support people to thrive and to create communities where everyone belongs. Since 1975 we have been working in partnership with people and communities to achieve positive outcomes. We deliver a range of services that assist the people and communities we work with to thrive.

Our work environment is supportive and flexible, and our culture is positive and values based. We have organisational values that are lived workplace practices. At Blue Sky Community Services, we value optimism and innovation, integrity and respect, inclusion and diversity, connection and kindness.

We offer salary packaging, and invest in our staff's continuous learning and professional development journey.

We believe that the make-up of our workplace should reflect the diversity of the communities we work within. We therefore strongly encourage people from diverse backgrounds and cultures, and people who have lived experience of disability, to apply to work with us.

You can find out more about us, and our work, at our website at www.bluesky.org.au and by visiting our Facebook page.

Positional Criteria

The Administration Assistant role is pivotal role in assisting and resourcing the organisation in the delivery of high-quality administrative services and excellent customer service.

- Demonstrates ability to strongly and consistently align behaviours, attitudes and conduct with the organisation's values, culture and code of conduct.
- Relevant qualifications and/or experience in similar or relevant role
- Demonstrates very effective communication and professional relationship-building skills.
- Demonstrates computer literacy including Intermediate skills in Microsoft software including Word, Outlook and Excel
- Proven organisational and time management skills, with the ability to manage competing priorities.
- Pro-active, highly organised with exceptional attention to detail.
- Ability to act with integrity, professionalism, and confidentiality.
- Willingness and ability to travel is essential in this role.

How to apply

To apply for this position, applicants must:

- Complete the Application Form (downloadable from our website); applications that are received without a completed application form will not be considered
- Email the completed Application Form and a current resume to:
recruitment@bluesky.org.au.

In responding to the criteria, applicants need to demonstrate how they fulfil the criteria of the position. Please note that applications that are received after the closing time will not be considered.

We want you to bring your best self to this application process. At Blue Sky, we are committed to supporting adjustments throughout the recruitment and selection process to ensure candidates can participate in the application, interview and assessment phases of the recruitment process. If you feel you may require an adjustment during the recruitment process, please contact our Inclusive Communities Manager on melaniejacobs@bluesky.org.au or (02) 6651 1788 to discuss.

Our Recruitment Process

Stage One: Application Assessment Stage

- All applications are assessed against the criteria.
- Applications that are not complete, or that do not satisfactorily address the criteria will not be considered for interview.
- Shortlisted applicants will be asked to proceed to the interview stage of the recruitment process.
- Applicants who are not selected to progress to the interview stage will be advised by email.

Stage Two: Interview Stage

- Applicants who are selected to progress to the interview stage will be contacted to arrange an interview date, time and location.
- At the interview, applicants will be asked questions to determine whether they are able to perform to a high standard within the role and to determine whether they are a good fit for the position, the organisation and our values.

Stage Three: Further Information Gathering Stage

- Following the interview applicants may be asked to complete online psychometric testing, to further determine suitability for the position.
- Following the interview, the organisation may contact the applicant's referees to further determine suitability for the position.
- Applicants may also be requested to attend a second interview.

Stage Four: Employment Stage

- Successful applicants will be contacted by the organisation to discuss employment possibilities.
- Unsuccessful applicants will be advised via email.
- Unfortunately, due to the volume of people who apply for our positions and want to work with us, we are unable to provide individual feedback to our applicants.