

Office Assistant - Darwin

Part-Time

Healthy Living NT has a vacancy for a part-time Office Assistant in our Darwin office to support a range of activities and administrative function:

- A competent level of computer experience;
- Good organisation and time-management skills;
- Friendly customer service attitude.

This position will ideally suit a candidate looking for flexible hours of approximately 3 days per week, subject to mutual agreement.

All applications are required to address the selection criteria attached and provide contact details of 3 referees with your CV.

Applications are to be addressed to:

Finance and Administration Manager
Healthy Living NT,
P.O. Box 40113 CASUARINA,
NT 0811
or email: finance@healthylivingnt.org.au

Close of Applications is 8.00am, 19 April, 2021.

Darwin

Shop 1 & 2 Tiwi Place,
Tiwi NT 0810
PO Box 40113,
Casuarina NT 0811
Phone: 08 8927 8488
Fax: 08 8927 8515
E: info@healthylivingnt.org.au

Alice Springs

Jock Nelson Centre,
7/16 Hartley Street,
Alice Springs NT 0870
Phone: 08 8952 8000
Fax: 08 8952 7000
E: alicesprings@healthylivingnt.org.au

www.healthylivingnt.org.au
ABN 11 374 693 055

Healthy Living NT
is the trading name of the
Diabetes Association
of the Northern Territory
Incorporated.

Healthy Living NT
is the registered NT
licence holder for
Life. Be in it.



Selection Criteria

Essential:

1. A mature, pleasant and confident demeanor, with an ability to deal courteously with a wide range of people and clients.
2. Highly developed computer skills including word processing, data entry and spreadsheet.
3. Previous experience in customer service.
4. Ability to successfully deal with a number of tasks simultaneously, and good time management and prioritisation skills.
5. Previous office administration experience.
6. Proven ability to work independently with minimum supervision and as part of a small team.
7. NT Driver's License

Highly Desirable

1. Demonstrated aptitude to learn new systems in a short period.
2. Previous cash register experience.

Office Assistant – Darwin

JOB DESCRIPTION

PRIMARY OBJECTIVES:

As part of a small team at Healthy Living NT, efficiently undertake general reception and clerical duties.

All performance and conduct of duties shall be carried out in accordance with the principles of best practice, and in line with Healthy Living NT's Guiding Values and objectives identified in HLNT's Strategic Plan.

POSITION OBJECTIVES

1. Effective, fair and courteous treatment of all Healthy Living NT clients
2. Efficient administration of and sale of products to clients of the National Diabetes Services Scheme
3. Efficient administration of Healthy Living NT's diabetes and cardiac education and management service and support to Healthy Living NT's health professionals
4. Promotion and administration of Healthy Living NT Products and Membership
5. General duties of an administrative or public awareness nature

POSITION FUNCTIONS

1. **Effective, fair and courteous treatment of all Healthy Living NT clients**

- a) Efficient and courteous reception and treatment of all clients; in person, by phone, mail and fax.
- b) Equitable treatment of clients for whom English is not a first language.
- c) Accurate recording and communication of messages for staff, and maintain a statistical record of all inquiries

2. **National Diabetes Services Scheme (NDSS)**

- a) Efficient and accurate sale of NDSS products to people registered with the Scheme
- b) Registration of clients under the Scheme
- c) Efficient and accurate data entry and associated administrative tasks

3. **Client education and management services**

- a) Efficient and accurate registration of new clients with diabetes and cardiac conditions and data entry of client notes and recall letters
- b) Preparation of client's files, provision of files for daily appointments and management of the filing system and associated data entry

- c) Provide general support to the education team, including assistance with health professional education and health promotion programmes
- d) Provision of general diabetes and cardiac information to members of the general public and referral of specific queries to Healthy Living NT's health professionals

4. Promotion & management of HLNT product sales and memberships

- a) Efficient and accurate sale of HLNT products to people with diabetes and health professionals
- b) Assist with promotion of product as required
- c) Efficient and accurate data entry and associated administrative tasks with HLNT product
- d) Promote the benefits and sale of membership to new clients, and membership renewal
- e) Data entry of membership information and issue of membership cards

General duties

- a) Maintain an accurate record of incoming mail and postage and freight dispatches
- b) Operate cash register, reconcile daily banking and maintain petty cash register.
- c) Support public awareness activities at special events and forums
- d) Other administrative duties as required, including minor project work, statistics and evaluation collation etc