The Welcome Experience Administrative and Bookkeeping Support

Join our team!

About Regional Development Australia - Orana

Regional Development Australia (RDA) Orana is part of a national network committed to regional development through leadership, innovation, and collaboration. We enhance the economic, social, and environmental sustainability of the 12 Local Government Areas of Orana region.

About the Welcome Experience

The Welcome Experience assists key public sector workers and their families in preparing for and settling into regional NSW communities. By connecting newcomers with local resources and people, we aim to create a welcoming environment that encourages long-term residency.

About the Role

We are seeking an energetic, social individual/s to join our team as Administrative and Bookkeeping Support for the Welcome Experience project in the Orana Region. This 24-month temporary position offers a flexible and hybrid work environment which could include job share, allowing you to make a positive impact while enjoying a work-life balance.

Key Responsibilities

- Provide administrative support, including records management, correspondence, and event planning.
- Conduct research to support informed organisational decision-making.
- Deliver excellent customer service, handle complaints, and provide solutions.
- Manage and escalate correspondence as necessary.

What's On Offer

- Salary of $70,000 per annum with superannuation and leave entitlements.
- Remote work flexibility and/or job share.
- A supportive and inclusive culture fostering ambition and collaboration.
- Opportunities to build community connections and make a noticeable impact.

Apply Today

Join us in shaping a brighter future for our region. Submit your resume and a brief cover letter outlining your relevant skills and experience by Friday 30 August 2024. For more information, contact Alana Copelin at alana@rdaorana.org.au or Justine Campbell at ceo@rdaorana.org.au.

For more information about the role, please click here to view the role description.

Application Closing Date: 11.55pm 30 August 2024

For more information about The Welcome Experience, visit: NSW Welcome Experience