

Position Vacant Reception / Administration Assistant

An exciting opportunity has opened up for a Reception / Administration Assistant. This position is a part time position (3 days per week).

The Multicultural Disability Advocacy Association of NSW is the leading advocacy organisation representing people with disability with a focus on people from non-English speaking (NES) / culturally and linguistically diverse (CALD) background with disability. MDAA aims to promote, protect and secure the rights and interests of people with disability, their families and carers in NSW.

Based at MDAA's head office in Granville, the Reception / Administration Assistant will have the opportunity to work with a dynamic and diverse team to provide administration support across all of MDAA's operations.

The Reception / Administration Assistant will demonstrate MDAA's vision of a society where everyone is welcome, included and supported; in all aspects of their work, including:

- Tending to enquiries in a respectful and professional manner on the phone, face-to-face and via email
- Providing administrative assistance on a day-to-day basis and during MDAA-organised events
- Data entry and filing
- Information sharing and resource development

To be successful in this role, the applicant must demonstrate the following:

- Exceptional interpersonal and communication skills
- Record management and computer skills including word processing, databases and email and willingness to enhance and use skills in modern information sharing technology
- Ability to multi-task and prioritise work
- An understanding of and commitment to social justice and applying a rights-based approach in all aspects of work

MDAA is an equal opportunity employer and we apply an affirmative action policy for people from NES/CALD background with disability. We strongly encourage people from NES/CALD background with disability to apply.

Further information on MDAA is available through our website www.mdaa.org.au. For an information package call MDAA on 02 9891 6400.

To apply, please submit a detailed cover letter identifying how you successfully meet the Selection Criteria, and include a copy of your current resume/CV.

Send your application to:
Confidential, Tegan Murray
PO Box 884 GRANVILLE 2142
Or email: jobs@mdaa.org.au

Applications must be received by:
Close of business Thursday 25th January 2018