



OFFICE ADMINISTRATION

Administrative NDIS compliance validation, Human Resources tasks & recruitment and day-to-day documentation.

- Management of the administrative functions of the company;
- Provide ongoing support to the team on a daily basis;
- Ability to oversee and prioritise the workload of administrative tasks;
- Project administration which ensures achievement of business objectives;
- Filter and screen potential NDIS Support Workers for client needs;
- Regularly follow up compliance documents for all Support staff;
- Attend to staff needs, concerns and queries that arise;
- Coordinate with staff and relay requests;
- Data entry, extraction and filtering;
- Adhoc administrative tasks to be performed as part of a team-oriented culture; such as answering phones, scanning and filing.