



OFFICE ADMINISTRATION

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

- Conduct administrative compliance checks and validation in line with NDIS Practice Standards and organisational requirements.
- Support Human Resources functions, including recruitment, onboarding, and workforce administration.
- Maintain accurate and timely documentation, records, and reporting requirements.
- Oversee and coordinate the day-to-day administrative operations of the organisation.
- Provide ongoing administrative support to management and support teams to ensure smooth service delivery.
- Effectively manage, prioritise, and monitor administrative workloads and competing deadlines.
- Assist with project administration to support the achievement of organisational goals and strategic objectives.
- Screen, assess, and coordinate prospective NDIS Support Workers to ensure suitability for participant support needs.
- Monitor and follow up staff compliance requirements, including qualifications, certifications, and mandatory documentation.
- Respond to staff enquiries, concerns, and administrative requests in a professional and timely manner.
- Liaise with team members and stakeholders, ensuring clear communication and effective coordination of requests and information.
- Perform data entry, data management, reporting, and record maintenance with a high level of accuracy.
- Undertake general administrative duties as part of a collaborative team environment, including answering phone calls, scanning, filing, and other ad hoc administrative tasks.
- Contribute to a positive, participant-focused culture that promotes quality service delivery and continuous improvement.