



Position Description: Office Administration Trainee – Part-time

Swifts Creek Bush Nursing Centre Inc
Registration No. A0011271F

Position Description

Office Administration Trainee – Part-time

2025

POSITION SPECIFICATIONS

Title:	Office Administration Trainee (OAT)
Employer:	Swifts Creek Bush Nursing Centre Inc (SCBNC)
Reports to:	The Bush Nurse Manager (BNM)

CLASSIFICATION AND CONDITIONS OF EMPLOYMENT

Conditions of employment and salary shall be those applying to a Support Services Employee, in accordance with the:

- Health Professionals and Support Services Award 2021 [MA000027] ('modern award')

Policies and Procedures / Instrument of Delegation

The organisation's Policies and Procedures and Instrument of Delegation must be adhered to at all times.

Probationary Period

A probationary period of 3 months will apply. One week's notice is required by either party to terminate employment during this period.

Staff review / appraisal

A staff review shall be conducted annually.

DUTIES

Overview

The Office Administrator provides essential administrative support to the Swifts Creek Bush Nursing Centre, ensuring smooth day-to-day operations in a regional healthcare setting. This entry-level role is ideal for someone starting their career, transitioning to a new field, or even a student seeking a school-based traineeship. We're open to considering a traineeship for the right candidate, offering hands-on training and the opportunity to develop valuable skills in a supportive environment.

Key Responsibilities

- Bookkeeping: - Assist with bookkeeping and fortnightly payroll using various systems.
 - Data Entry & Filing
 - Using Quicken to prepare sales invoices, pay bills and reconcile bank accounts
- Office Support: - Perform clerical tasks such as photocopying, scanning and managing incoming/outgoing mail.
- Quality tasks: - Doing scheduled audits
 - Completing checklists and Preparing reports
- Team Assistance: - Supporting the Nursing and Administrative staff with ad-hoc tasks to ensure the centre runs efficiently.

Skills & Qualifications

Essential

- Basic Computer literacy (e.g. Microsoft Word, Excel, email)
- Strong verbal and written communication skills
- A positive attitude and eagerness to learn
- Ability to work well in a small team and autonomously

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Desirable

- Previous experience in an office
- Interest in healthcare or community support

Personal Attributes

- Reliable and punctual
- Friendly and approachable
- Comfortable working in a rural/remote community
- Willingness to take initiative and ask questions

Working Conditions

- The role is based at the Swifts Creek Bush Nursing Centre, a small healthcare facility in a remote community.
- Part-time hours are flexible (15-20 hours per week)
- For school-based traineeship candidates, hours can be tailored to fit study commitments.
- Some tasks may require standing or light lifting (e.g. moving files or supplies)

Benefits

- On-the-job training and mentorship
- Opportunity to gain experience in administration and healthcare
- Potential for a school-based traineeship for the right candidate
- Be part of a close-knit community making a difference

This position description is under constant review. As the position continues to evolve so too shall this position description.

I, have read and agree to accept this Position Description as an accurate record of my responsibilities of employment with the Swifts Creek Bush Nursing Centre Inc.

Employee Signature.....

Print Name

Date / /

Swifts Creek Bush Nursing Centre Inc. COM representative

Name.....

Signed.....

Date / /