

Administrative Assistant / Receptionist

Available Candidate Profile

CANDIDATE #W111

Qualified early childhood educator with supervisory and administration experience in the childcare industry. Has previous experience in customer service and data entry; seeking work in an administration assistant position in the outer western suburbs.

QUALIFICATIONS AND LICENCES

Diploma of Early Childhood Education

First Aid for Anaphylaxis

Working with Children Check

HOURS

Available for both part time and full time opportunities

CURRENTLY SEEKING EMPLOYMENT WITHIN

Childcare

Healthcare

Community Services

TRANSPORTATION

Has own transport readily available .

RESTRICTIONS

Ability to lift up to 5kg with left hand.