

House Support and Assistant Administration Officer

Description

About Us

Rosebery Community House Inc is committed to providing an environment which is safe, supportive and welcoming. We value diversity and our work to enhance the wellbeing and opportunities of the Rosebery and Tullah communities. We aim to provide a warm and friendly community hub which offers all kinds of assistance to our many members.

Our services and activities include:

- Community Lunches every Thursday (accept P/H)
- Community food hampers (happen each Wednesday)
- Emergency relief
- A great volunteer program to assist with employment, friendship and community connections
- Centrelink, Medicare agents, and NILS Loan
- Employment support services
- Room Hire
- Visiting health & wellbeing services
- Community garden program
- Support with technology such as emails, iPads, etc.

Responsibilities

Key Responsibilities include:

- A range of activities requiring the application of established work procedures
- Respond to enquiries
- Assist senior employees with special projects
- General reception, including answering incoming telephone enquiries and general emails, and directing them to appropriate other people
- Sort incoming mail and other deliveries for distribution
- Purchase and store office supplies to ensure basic supplies are always available
- Update and contribute to the accuracy of databases
- Coordinate the maintenance of office equipment
- Provide administrative support as required to other employees
- Assist with the preparation of Committee meeting agendas, minutes and supporting material for distribution
- Assist with processing accounts payable and receivable, and with bank reconciliations
- Assist with financial reporting as required
- Assist the Manager with administrative tasks as required
- Comply with the requirements of the relevant Work Health and Safety legislation and the associated regulations, codes of practice, policies and procedures.
- Any other reasonable duties, as requested, to help fulfil our vision, drive our mission and abide by our organisational values.

Qualifications

Qualifications and Skills

Hiring organization

Rosebery Neighbourhood House

Employment Type

Part-time

Industry

Not For Profit (NFP)

Job Location

8 Agnes Street, 7470, Rosebery, Tasmania, Australia

Working Hours

As rostered, minimum of 15 hours per week

Date posted

August 13, 2025

Valid through

22.08.2025

Must have or be willing to obtain the following:

- An appropriate certificate relevant to the work required to be performed
- Training and/or experience in general office duties
- Working with Vulnerable People card (WWVP)
- Current First Aid certificate
- National Police Check
- Current Australian Drivers Licence
- Current Mental Health First Aid Certificate
- Provision of a satisfactory pre-employment medical report

Job Benefits

Benefits:

- Competitive hourly rate
- Supportive and inclusive work environment
- Opportunities for career advancement

Contacts

How to Apply:

Interested candidates are invited to submit a cover letter and their resume outlining their suitability for the role.

Please Note: Applications submitted after the closing date will not be processed. The closing time for applications is midnight on Friday the 22nd of August 2025.