



Position Vacant

Administration officer

Are you looking for a rewarding career that allows you to combine your strong administrative and customer service skills? Then join our administration team at Omeo District Health and make a difference!

We are looking for an experienced administration officer with excellent communication and interpersonal skills. Proven ability to prioritise and deliver timely, high-quality secretarial, administrative and reception support is a priority for this role. Prior experience of working in the health sector, government or similar area is desirable but not essential, as is understanding of health data or potentially associated records management systems.

Flexible working arrangements (including work from home/remote) and attractive conditions including generous Salary Packaging is available. Full time/part time engagement is preferred, although job sharing and/or casual options can also be considered.

Omeo District Health (ODH) is an integrated, publicly funded, Small Rural Health Service located in East Gippsland's High Country. This spectacular Alpine region of Victoria, is a lifestyle destination with Dinner Plain, Mt Hotham and Falls Creek alpine snow resorts a short drive away. A great place to enjoy many outdoor pursuits from skiing, cycling, bushwalking, rock climbing, fishing, horse riding and more. Omeo will soon have its own, competition level Mountain Bike Park with over 100kms of trail currently in construction.

For a full position description refer to our website www.odh.net.au

If you wish to discuss this further, please contact Katie Van Heek, People, Culture and Business Manager via email to: Katie.VanHeek@omeoohs.com.au or phone (03) 5159 0139.

If interested to apply, please submit your Cover letter and Resume via email to recruitment@omeoohs.com.au

Closing Date: 16/12/2022 5pm

Omeo District Health is a merit-based equal opportunity employer and encourages applications from people of all cultural backgrounds, including diversity (LGBTIQ) and people with a disability.