



Windermere Family Day Care

Caring for children in our community

Senior Administration Officer **Full time 38 hours per week**

Windermere Child and Family Services is the largest and fastest growing independent welfare agency in Melbourne's South-East region. We have been assisting the most vulnerable in the community since 1851. The position is based at Pakenham, only 30 minutes south of the city via the Monash Freeway.

This is a senior administration position within our Family Day Care and In Home Childcare team. This position will oversee the administration team and be responsible for how they provide administration support to the service.

This role will participate and oversee the childcare benefit payment process for approximately 100 homebased childcare educators.

This position will be responsible in providing high quality administration support to the Manager and will have a key role in supporting and further developing a smooth running, high quality and efficient administration area.

Family Day Care and In Home Childcare is an exciting service to work within – with every day bringing new and varied challenges.

The successful applicant will hold extensive experience in administration and be able to demonstrate the drive, skills sets and work ethic needed to successfully supervise this vibrant administration team.

To apply for this position and learn more about the benefits of working for Windermere, visit www.windermere.org.au and click on the work with us tab. Select the position you wish to apply for and follow the application instructions outlined in the position description.

Windermere offers generous salary packaging to maximise your take home pay.

Please note that Windermere is supportive of family friendly work conditions.

Windermere's recruitment and selection procedures reflect our commitment to the safety and protection of children. Relevant screening and police checks will be conducted.