



Junction Housing, a division of Southern Junction Community Services Inc, is an integrated affordable housing organisation that contributes to the creation of "place" in communities through the provision of affordable housing and social infrastructure.

Office and Management Support Coordinator

Permanent Fulltime Position

Are you a customer focused, dedicated office professional who is excited by working with an organisation that makes a real difference to people lives?

Along with providing high level administrative support to the General Manager and other Senior Managers within the Junction Housing Division you will also coordinate the efficient running of the Junction Housing office including supervision and guidance of the reception staff and perform daily finance tasks.

This is an exciting role in a busy and professionally stimulating environment which will utilise your great administration, communication and organisational skills.

We provide:

- **Great professional development opportunities**
- **A remuneration package that includes salary packaging benefits**

Criminal History Assessment Required

Position Description available at www.southernjunction.org.au or further details by contacting Scott Langford on 08 8382 2265.

Applications must be submitted electronically to careers@southernjunction.org.au

Applications close Midday Monday 2nd April

Southern Junction Community Services Inc. is an equal opportunity employer. People of Aboriginal and/or Torres Strait Islander descent are encouraged to apply.