



**SOUTH PACIFIC PRIVATE**  
Australia's Leading Treatment Centre

## Office/Team Support Position

"At South Pacific Private our vision is to bring hope, health and happiness to troubled people, through our expertise in the holistic treatment of addictions and mental illness, by changing lives and healing families." Lorraine Wood, Co-Founder and Owner

This mission statement underpins all that we do at South Pacific Private and is the reason why our greatest and most valued resource is our staff. South Pacific Private has been providing a unique opportunity for both personal and professional development for those who work in this field.

South Pacific Private is known as a thought leader in the field of addiction treatment, mental illness and trauma-related conditions. Our long-proven, unique program has been supporting individuals and their families to transform lives for over 25 years. South Pacific Private is a privately owned and operated mental health facility located on Sydney's northern beaches, specialising in the integrated medical, psychiatric and therapeutic treatment of addictions and mood disorders.

We are a progressive, equal-opportunity employer committed to promoting the mental, physical and spiritual wellness of our employees. We offer a positive and supportive work environment, ongoing professional education and development and an opportunity to really 'make a difference'.

### **The Role**

We are looking for a candidate who can display proven experience in a similar role and is able to adapt to the requirements of a fast-paced environment. The position includes a wide range of administrative, office, facility and business support-related tasks and will suit a highly resourceful team player, is flexible, proactive and efficient. You will need to have a positive attitude along with the ability to use initiative.

### **Essential duties and responsibilities include:**

- Support and work closely with a multi-discipline team of administrators, doctors, nurses and therapists
- Co-ordination of essential office and operational services, space and facility functions
- Preparation of reports and documentation for managers and clinical needs
- Assist with quality and compliance of building management and facility services

### **Applicant requirements:**

- have experience in similar roles
- highly proficient in Microsoft Office Suite skills
- have the ability to multi-task with excellent time management
- a can-do, positive, team-orientated attitude and have professional communications skills
- solution focus approach to support our consistently improving philosophy
- can hold relationships well with colleagues and service providers with the ability to resolve conflict

Applications close: 3<sup>rd</sup> May 2019

If you would like to apply for a position at South Pacific Private, please follow the guidelines below:

- Please attached your CV and cover letter and email it to [applications@southpacificprivate.com.au](mailto:applications@southpacificprivate.com.au). Please clearly state the position applied for in the subject header section of the email.
- There will be an interview process. However, due to the volume of applications we receive, we are not able to respond to every application and only successful applications will be responded to.
- Please note that all positions applied for will required current 'Police Check' and most will require a current CPR certificate and a 'Working with Children Check'.
- Please note that South Pacific Private is a non-smoking hospital and this applies to all staff while onsite and to all clients.