

Cessnock Multipurpose Children's Centre



OFFICE MANAGER

FULL TIME ROLE | CESSNOCK

Cessnock Multipurpose Children's Centre is a community based Childcare Provider having serviced the Cessnock community for nearly 60 years. Offering a variety of services across multiple age groups we aim to deliver high quality, affordable childcare to our community. The successful applicant would work within a team of dedicated educators and support staff.

The Role:

Working alongside and supporting the Centre Director, the Office Manager will be an organizer, a person who shows initiative and completes tasks with confidence and diligence and has the ability to solve problems whilst taking into consideration the bigger picture. Responsibilities include:

- Ensuring the office functions effectively and efficiently and support is provided to Management, Educators and the Administration Team
- Provide financial support to the Centre Director with the management of budgets, insurances, registrations and statutory obligations
- Liaise with the Treasurer and Accountant in regard to the management of the financial function of the business
- Oversee the management of the Accounts Receivable, Accounts Payable, Purchasing and Payroll function of the business
- Manage the workers compensation needs and requirements of the business
- Seek out opportunities for grants available to the service, write grant applications and manage successful grants
- Provide advice and seek out ways to improve operational efficiencies and project manage the implementation of such systems or processes
- Providing exceptional customer service to our parents and carers, sharing information, fielding enquiries, promoting services and solving problems
- Assist with the administration of the HR function of the business

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About You

The ideal candidate will be a self-motivated individual, who is able to take ownership of the role and be able to complete projects and tasks with minimal assistance. You will be highly organised, have a keen eye for the finer details and the type of person who brings a positive vibe to the culture of the centre and loves interacting with children attending our service.

You will also be tech savvy with the ability to establish needs and help coordinate the implementation of new practices and technology to assist in the improvement of the services provided. You will have the ability to work effectively within a busy team across multiple locations with effective time management skills and the ability to meet deadlines consistently.

You will have the capacity to follow process and prioritise tasks with a flexible approach. Previous experience in a customer facing, medium sized administration office would be highly regarded. Ideally you will have experience in using a web-based accounting system and high-level Microsoft Office Suite skills.

To apply please upload a Current Resume & Cover Letter to www.seek.com.au detailing how you best fit this role & why you would love to become part of the Cessnock Multipurpose Children's Centre Team!

Please direct all enquiries in relation to this role to Nicole Furness - nicole@behumanhr.com.au

Applications close Friday 29th July 2022