

Administration Officer

What does an Administration Officer Do?

Provides efficient and effective administrative and clerical services to the Service / Facility / Unit in which the position is located.

Skill Level

- Administration Officer is a semi-skilled job. Courses related to this job are:
- Certificate III in Health Administration
- Certificate III in Business Administration

A day in the life of an Administration Officer

- First point of contact by telephone or in person with healthcare consumers and provide customer focussed responses to all enquiries
- Liaise with staff at all levels
- Maintain accurate records to meet legislative requirements
- Deliver timely and complete information to clinical staff to support safe patient care delivery
- Participate in meetings as required
- Participate in relevant patient safety and quality education and delivery services in accordance with the National Patient Safety and Quality Standards, Work Health & Safety Act and NSW Health risk management frameworks

What sort of person should I be?

- Be customer focussed
- Have good organisational and problem solving skills
- Be computer literate
- Have good communication skills
- Be able to establish strong working relationships with staff at all levels
- Be organised
- Have good team work skills
- Able to interact with a broad range of people
- Able to cope with many demands