



Permanent Part Time Position – Administration Officer

Jallarah Homes Inc is expanding our Administrative team and we are looking for an enthusiastic and positive team player to fill the role of Administration Officer. This position is for an immediate start. Three days per week, with additional hours, when required, to cover leave.

The successful applicant will have excellent computing competencies, strong written and verbal communication skills, show initiative and be able to multitask.

Covid-19 Vaccinations (or a willingness to undertake the program of three shots), willingness to receive the 2024 flu immunisation, and a satisfactory NDIS Worker Screening Check are a requirement of the position. If you think you have the skills, knowledge and a can-do attitude, we want to hear from you!

Applications & Expressions of interest to:

Mrs Jilly-Anne Strother

Chief Executive Officer

10 South Terrace Meningie SA 5264

Email ceo@jallarah.com.au

Ph: 8575 1317