



177-179 Tindals Road, Donvale, VIC 3111

On Luck Chinese Nursing Home provides 120 residential places, including 30 dementia-specific places, making it the largest Chinese-specific residential aged care facility in Victoria. We invite individuals who are passionate about serving the Chinese elderly to join our team and make a meaningful difference. We are looking for a proactive and friendly **Administrative Assistant** to support our dedicated team.

Position: Administrative Assistant (5 days)

Key Duties:

- Provide general office administration support, including client reception, handling enquiries, and maintaining staff and client records.
- Assist senior management with secretarial tasks such as organizing meetings, preparing agendas, and taking minutes.
- Prepare reports, presentations, and documents in English and Chinese; assist with translation when required.
- Supervise office volunteers and coordinate workflow to ensure smooth office operations.
- Support procurement and maintenance tasks as delegated, including liaising with suppliers and organizing equipment maintenance.

Requirements:

- Proficient in MS Office; knowledge of Chinese word processing is a plus.
- Experience in office administration and relevant local experience.
- Strong attention to detail and accuracy.
- Excellent interpersonal skills, including telephone manners and client service.
- Proficiency in both Chinese and English (Cantonese fluency is a must, Mandarin is a plus).
- Able to translate between English and Chinese.
- Strong time management, organization, and workload management skills.
- Ability to work well in a team.
- Own transportation is required.
- Competitive salary with salary packaging options to increase your take-home pay.

How to Apply: For application guidelines and job descriptions, please visit <https://ccssc.org.au/join-us/careers> or contact the Administration Department at 03 9844 6000.

Applications close: Tuesday 3 March 2026