



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 apply for the following position:

**Position: Administrative Assistant (1 year Contract)**

**Key Duties:**

- Provide general office administration support, including client reception and inquiries, managing staff and client records, and data entry.
- Assist in supervising office volunteers and ensuring the office runs smoothly.

**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.

**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: Friday, 4 April 2025**