

POSITION VACANT

Receptionist

Employment Status: Part Time, 24 hours per week
Location: South Brisbane

All those involved in supporting one overarching principle; Saving Lives

Leadership | Community | Safety | Respect | Trust | Teamwork

These are our values and words used to describe Surf Life Saving Queensland's (SLSQ's) purpose. With an organisational culture focused on zero preventable deaths in Queensland public waters SLSQ is an exciting place to work and an enviable brand to market.

At Surf Life Saving Queensland (SLSQ), we don't believe that the skills required to save a life should be restricted to the sand. SLSQ has an exciting opportunity for a Receptionist to join our team on a part time basis. This role is responsible for being the first point of call for all clients and personnel projecting a welcoming, presentable and professional environment through phone, email or face to face interactions.

The Receptionist is responsible for:

- Answering all incoming calls professionally.
- Forwarding calls on appropriately.
- Recording and passing on all messages either by e-mail, phone or in person.
- Maintaining the reception area to a high standard.
- Greeting every visitor professionally.
- Supporting general administrative functions.
- Updating lists and files.
- Managing incoming and outgoing mail.
- Organising couriers.
- Assisting with the processing of Working with Children Blue Card forms.
- Carrying out Fire Warden duties.
- Conducting opening and closing of Self Rescue House.
- Unlocking and lock the stationery cupboard.
- Putting on night service for phone system and forward on any messages.
- Forwarding calls to after hours message.
- Booking and coordinating the use of meeting rooms.

In order to succeed and make this role your own, you will have:

- Previous experience in a similar role.
- Excellent telephone manner.
- Experience using databases.
- Demonstrated ability to provide high level of customer service.
- Sound Microsoft Office suite knowledge and skills (Outlook, Word, Excel).
- Fast and accurate typing skills.
- Excellent written and verbal communication skills.
- Ability to work autonomously.
- Exceptional presentation and interpersonal skills.
- Problem solving skills.
- Ability to plan and prioritise workloads to meet deadlines.
- Outstanding organisational and time management skills.
- Outgoing and enjoy interacting with people

Surf Life Saving Queensland

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- High attention to detail.

Qualifications and Experience:

Essential:

- Working with Children Blue Card or ability to obtain one quickly.

Desirable:

- Relevant qualification (Certificate/Traineeship in Business Administration).

Benefits:

- Located close to Brisbane CBD.
- Career development.
- Access to salary packaging benefits.
- A job you'll love where you contribute to saving lives every day.

To apply, please send your resume and cover letter briefly outlining how you are the best person for this role to:

hr@lifesaving.com.au

Applications close at Midnight on Sunday the 28th of April 2019

SLSQ is an equal opportunity employer with commitment to safeguarding children and young people. All candidates will be required to undertake a working with children check.

“Please remember to always swim between the red and yellow flags!”