



KARRATHA OFFICE TEAM LEADER

KARRATHA, WA

This position sits within the Beneficiary Services Department and reports directly to the Manager. This role is responsible for leading and managing the day to day operations and services of the office including, service delivery, administration and communications. The position oversees a Field Officer and Administration Officer. The aim of the Karratha IBN office is to provide quality service to the IBN community through the delivery of community programs, case management and access to support programs to improve the lives of IBN beneficiaries.

- Salary from \$96,410 p.a. plus superannuation
- Housing allowance may be provided
- Attractive employee benefits

Applicants are required to have proven high level office management experience, drivers license along with a demonstrated understanding of social welfare issues effecting the area.

For more information please visit www.ibngroup.com or call Ian Williamson, Beneficiary Services Manager, (08) 9140 0927 or Jessie Hudson, HR Officer, (08) 9140 0909.

Applications close Friday 6 December 2013