



## **TOM PRICE OFFICE TEAM LEADER**

**TOM PRICE, WA**

This position sits within the Beneficiary Services Department and reports directly to the Manager. The aim of the Tom Price 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.

This role is responsible for the supervision of staff and leading and managing the daily operations of the office. This includes the development and oversight of local strategic plan projects, client service, administration, human resources, corporate communications and asset management.

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

Applicants are required to have proven high level office management, demonstrated understanding of social welfare issues affecting the area along with a Class C drivers licence.

For more information please visit [www.ibngroup.com](http://www.ibngroup.com) or call Ian Williamson, Beneficiary Services Manager, (08) 9140 0927 or Jessie Hudson, HR Officer, (08) 9140 0909. [hr@ibngroup.com.au](mailto:hr@ibngroup.com.au)

**Applications close 18 February 2014**