

POSITION AVAILABLE IMMEDIATELY

SPELD SA Inc

Specific learning difficulties Association of Australia

SPELD SA is a not for profit organisation located in Kensington, South Australia.

The office is currently open 8.30am to 5pm Monday to Thursday, 49 weeks per year. Our office hours may be extended to Fridays in the future.

SPELD SA is closed for 3 weeks over Christmas.

Workshops are presented to the public in the evenings and on week-ends both on and off site.

Duty Statement

Administration/Office assistant (casual)

SPELD SA is looking to appoint a casual employee who will initially be trained to relieve staff members in our front office. Initial hours will be 2 days per week. These days may vary.

Payment will be in line with the Clerks Private Sector Award 2011 level 2. SPELD SA has an attractive salary sacrifice option.

The successful applicant will have the appropriate skills and/or experience to enable them to:

- Manage incoming calls and the Reception area
- General office /admin duties
- Data entry –MYOB preferred
- Experience in retail and knowledge of educational resources would be an advantage but not essential.
- Must be a team player and be flexible

As SPELD SA is a small organisation, employees may be asked to work additional hours, or adapt their hours, to help cover staff leave or sickness. They may also be asked to look after reception for evening and weekend workshops.

There is potential for increased hours in the future.

Please send applications with CV, photograph and contact details of two current referees who may be reached by phone. Deadline for receipt of applications Friday 4th August 2017.

Applications can be emailed to admin@speld-sa.org.au or posted to

Attention Sandy Russo, Director [Confidential]

PO Box 83

Glenside 5065