

# Casual Office Manager



## Victorian Bushfire Reconstruction and Recovery Authority

- **Working Towards the Rebuilding and Recovery of Marysville**
- **Challenging and Rewarding Role – Lots of Variety**

A great opportunity exists for a part-time, casual Office Manager to work in Marysville for the Victorian Bushfire Reconstruction and Recovery Authority.

You will provide cover to the current Office Manager and work various hours as required, including Saturday morning shifts and cover of annual leave.

You will deliver receptionist services and provide administrative support, for the Rebuilding Advisory Centre (RAC). You will also maintain RAC supplies and manage the purchasing and distribution of goods and services, and effectively process accounts including the maintenance of contracts and payments.

To be successful in this role you will have well developed communication skills with the ability to liaise and consult with stakeholders and staff at all levels.

***Closing date for applications is Friday 20 August 2010.***

To access the position description and for further information on this role please contact Lily Cortie, Office Manager, Phone: (03) 5908 1701 or Andrea Lavis, HR Adviser, Phone (03) 9092 5868.

For further information about VBRRA visit [www.wewillrebuild.vic.gov.au](http://www.wewillrebuild.vic.gov.au)