

Administrator / Receptionist - Dunedin

Stop is a well-respected and growing social services agency that provides its services across the South Island, in Christchurch, Nelson, Dunedin and Invercargill.

We are a specialist provider of high-quality community-based assessment and intervention services for adolescents and adults who have engaged in harmful sexual behaviour and for children with concerning sexual behaviours. Our service makes a difference in the lives of young people and families affected by sexual abuse.

Stop is experiencing a period of growth and are seeking a part time Administrator / Receptionist to support our Dunedin team. This is a great opportunity for a passionate team player who wants to work for an organisation that makes a difference in the communities we serve. We provide a team culture and benefits including medical insurance, additional leave, and flexible working, this could be the perfect role for a student, caregiver or someone wanting more work – life balance.

The role:

This role reports to the Christchurch based Operations Manager with support from the onsite Regional Lead and our wider administration team. The hours and days of work will be negotiated with the successful candidate, ideally, we are looking for someone who can commit to at least 20 hours over Monday - Thursday. The Administrator / Receptionist provides exceptional onsite service to our clients, general reception duties and administration support for the clinicians. The main responsibilities include;

- General reception duties such as welcoming clients and other visitors.
- Administrative support for clinicians including entering and distributing case notes, reports, and plans.
- Management of relevant IT systems
- Managing of client and stakeholder surveys
- General office management.

The successful applicant will have the following attributes, skills and experience:

- Approachable and welcoming
- Confident and resilient with a high level of personal integrity
- Organised and self-motivated
- Exceptional communication skills
- Excellent Microsoft 365 and IT skills
- Previous experience working in a clinical environment is beneficial

If you want to work for an organisation who truly make a difference to the community apply today.

Visit our website: www.stop.org.nz

