

SERVICE DELIVERY OFFICER

- Flexible and supportive work environment
- Part time role, located in Mortdale.
- Not for profit salary packaging

About STGCT

St George Community Transport (STGCT) is a not-for-profit organisation that is committed to improving the lives of its clients, by providing a range of services to meet their needs, goals and preferences which will enable them to live independently in their own homes.

About the role

We are seeking a **Service Delivery Officer (SDO)** to join our team. The primary purpose of this role will be to schedule transport services, and support staff and clients to deliver prompt, courteous and professional transport related services to eligible clients.

The SDO will be required to operate in a fast-paced environment and will need to demonstrate excellent attention to detail, and proven organisation skills.

This is Part-time role working 2 days a week on Tuesdays and Fridays.

We are seeking someone who has:

- Qualifications in community or relevant discipline and / or previous experience of working in a similar role for a minimum of 2 years
- Sound knowledge of the St George area
- Experience in scheduling and dispatch operations
- Experience in the use of the Microsoft Office Suite of Products
- The ability to learn and use other industry related software
- Proficiency in use of electronic technology including smart phones, driver tablets, navigation software
- A focus on continuous improvement
- Strong time management and organisational skills and the ability to prioritise tasks and meet deadlines
- Excellent written and verbal communication skills
- The ability to communicate effectively with people with disability and their carers
- Time management skills
- Sound knowledge and experience in a customer service environment with a detailed understanding of contemporary service delivery practices

What we can offer:

- Employment with a values-based organisation
- Salary packaging opportunities

You will have the opportunity to work with an organisation that makes a difference in the community. You would be joining a diverse and innovative organisation who meets its mission by changing people's lives.

How to Apply:

The successful candidate must undergo a NDIS Worker Screening Check prior to commencement.

As an EEO employer, we welcome applications from people of NESB and Aboriginal and Torres Strait Islander backgrounds.

For more information about the role contact Nurina Simpson on 9585 3000.

For a full copy of the Position Description visit our website https://www.stgct.org.au/join_us.html or contact Amalia Betihavas on 9585 3000 or via amalia.betihavas@stgct.org.au to request one.

All applicants must address the selection criteria listed under 'essential experience or skills' outlined in the position description.

Applications close Friday, 24th August at 5.00pm.

Join our team and make a difference to the lives of many in our community.