



Administration Clerk - Multicultural Unit

InvoCare Australia Pty Limited

Location: Leppington, Sydney NSW

Administrative Assistants (Administration & Office Support)

Full Time

InvoCare is an industry leader within the funeral industry, we currently operate over 300 funeral locations, 17 cemeteries and 29 crematoria, throughout Australia, New Zealand and Singapore and growing.

About you:

You are looking to extend your customer service experience and develop your administration skills. You want to work in a supportive team and enjoy variety in your role. The best part of your day is always the interactions you have with customers and you have the sensitivity to support customers in all circumstances. You will also have:

- **Must be able to read, write and speak Arabic**
- Competent administrative skills with an eye for detail and ability to follow
- Good telephone manner and comfortable managing incoming telephone calls
- Excellent written and oral communication skills
- Computer skills in Word and Excel

About the role:

Being the first point of contact for families and the community, you will be responsible for

providing excellent customer service at all levels of contact with internal and external customers to the main Park's office, by telephone and face-to-face, along with exceptional administration support to the staff based in the office. There is a lot to juggle with this role and a lot of variety so the ability to multitask and adapt is a must.

Benefits of joining InvoCare:

You may not have considered this industry before, but we provide vital services to families that helps them to celebrate the lives of those they loved. Our staff live our values every day and get to experience the gratitude that comes with offering such a meaningful service. The benefits you can receive include:

- Reward and recognition programs
- Tailored induction and training programs
- Well designed and fitted out locations with the latest facilities to assist in providing an exceptional client family experience
- Networking opportunities across the business and with peers
- Birthday and paid parental leave
- Free access Employee Assistant Program
- We are a diverse workplace and equal opportunity employer

How to Apply:

InvoCare is proud to provide our employees with a quality work environment and opportunity for both personal and professional growth.

If you are looking for a role that makes a difference and supports families in your community, click on apply and submit your application.

To learn more careers at one of the InvoCare brands please visit our careers page:
<https://www.invocare.com.au/careers/>

At InvoCare we are committed to building a respectful, diverse and inclusive workplace which reflects the communities we serve. We encourage applications from people of all ages, nationalities, abilities, and cultures.

**As part of our recruitment process applicants for this position will be asked to consent to a criminal record check and medical/physical assessment to ensure fitness to complete the inherent requirements of the position. Please note that applicants with a criminal record are not automatically barred from applying for this position and each application will be considered on its merits.*