

Receptionist

Warrina Homes Inc.
Highbury
Full-Time

Be part of a purpose-driven team shaping positive employee experiences in Aged Care.

About Warrina Homes

Warrina Homes is a respected not-for-profit provider of Retirement Living and Residential Aged Care services across metropolitan Adelaide. Guided by Christian values, we are committed to delivering compassionate, person-centred care that promotes dignity, independence and wellbeing.

As a growing organisation, we continue to invest in our people, services, and facilities to ensure we meet the evolving needs of the communities we serve.

Recognised as one of South Australia's fastest-growing organisations through the BDO Fast Movers SA Awards, Warrina Homes is entering an exciting phase of growth and innovation. This is an opportunity to join an organisation that is committed to continuous improvement, exceptional care, and making a meaningful difference in the lives of those we support.

Why join us?

At Warrina Homes, we are committed to creating a workplace where people feel supported, respected, and empowered to make a difference. We recognise that our people are our greatest asset, and we foster a collaborative culture where ideas are valued, achievements are celebrated, and continuous improvement is encouraged.

The role

We are currently seeking a Receptionist who is passionate about delivering exceptional service to join our team at the Warrina Homes Corporate Office in Highbury. Attention to detail, outstanding interpersonal and communication skills (both written and oral), coupled with the ability to multi-task and to work closely in a team will see you succeed in this role. Most importantly, you will serve as a role model in upholding and promoting the service excellence culture, vision, and mission of Warrina Homes.

Key responsibilities include:

- Managing front desk and telephone enquiries in a welcoming and professional manner
- Providing a high level of customer service and administrative support to both internal and external stakeholders
- Assisting residents, visitors, and staff by undertaking a range of tasks in a timely and professional manner
- Undertaking varied administrative duties including but not limited to updating and producing documents and reports
- Assisting with opening, closing and archiving files in a timely manner
- Monitor and order office supplies, assist in arranging office events and general housekeeping duties
- Manage information within software programs including database management
- Undertake filing, archiving, photocopying and distribution of documentation as directed
- Provide support for special projects
- Delivery of information to residents in the RCF and Retirement Villages

- Working autonomously and proactively, anticipating the needs of internal and external stakeholders
- Other duties as directed in accordance with the scope and responsibilities of the position.

About you

- A positive, can-do attitude
- Strong communication skills
- Attention to detail with well-developed time management skills
- The ability to support and work within a close-knit team
- Core values that align with the vision and mission of Warrina Homes
- Proficiency in the Microsoft Office Suite (Word, Excel, Powerpoint, Outlook) and ability to learn new software platforms
- Valid Australian working rights
- Current South Australian Driver's License
- Current Aged Care Specific Police Clearance (or willing to obtain)

What we offer

- An attractive salary with access to salary packaging (up to \$15,899 for general living expenses plus \$2650 for meals and entertainment).
- Opportunity to have a direct positive impact on the lives of elderly people.
- Supportive and friendly team that will help you to rise to the challenge.
- A great workplace culture where all employees are valued.
- Company that encourages a growth mindset.

Warrina Homes is proud to be a non-smoking workplace.

Don't miss the chance to join a growing, supportive team committed to making a positive impact in the lives of those we care for.

To be considered, simply click the 'apply' button, submitting your resume and a cover letter outlining your suitability for the role. Applications will be assessed on submission.

We thank all applicants for your interest and advise that only short-listed applicants will be contacted.