



LIMESTONE COAST
DIVISION OF GENERAL PRACTICE

**LIMESTONE COAST DIVISION OF GENERAL PRACTICE
TRAINEE ADMINISTRATION OFFICER**

The Limestone Coast Division of General Practice is a membership based not for profit support agency for General Practitioners and services the towns and surrounding regions of Bordertown, Keith, Naracoorte, Kingston, Robe, Millicent, Penola and Mount Gambier

The Division is seeking a highly-organised, full-time Trainee Administration Officer to take on a range of reception, office duties and staff-support tasks in our Millicent office.

If you have an outgoing, friendly personality, are self-motivated, and are looking to complete a Cert II in Business Administration, you are encouraged to apply.

A detailed person and position descriptions is available from our website www.limestonecoastgp.com.au or by phoning Sara Gray at the Division on 08 8733 0160.

To apply, forward a written application addressing all selection criteria, including resume and details of referees to:

Ms Sara Gray
Coordinator Administration Support
Limestone Coast Division of General Practice
Box 921
MILLICENT SA 5280
Email: sgray@limestonecoastgp.com.au

Applications to be received no later than COB Friday 5th March 2010