

Position Overview

Job title: Provider Relationship Coordinator

Employment type: Permanent Full Time

Location: North Sydney or Working from home (or combined)

Remuneration: TBC

About the job: The employer is leader in disability support services across Australia and is looking for an efficient and organised administrator who has excellent customer service and stakeholder management skills.

Main job duties and responsibilities:

- Provide general admin and account management support to the Provider Relationship Manager
- Review and verify all new provider accounts for accuracy and compliance
- Support all providers to resolve issues and queries
- Monitor relationships between providers and service users to identify areas for improvement

Essential skills and experience needed:

- Has experience providing exceptional customer service
- Excellent relationship building skills and experience
- Strong problem solving skills and the resilience to and initiative to find the right solution to every challenge

Desirable skills and experience:

- Experience in the disability or health sector and wants to support our users in a person-centred disability support model

How to apply: email your resume and cover letter outlining your suitability for the role to Phat Ngo at pngo@scia.org.au

Deadline for applications: End March 2022