



Vacancy

Receptionist/Office Coordinator, Waitakere Youth Transition Services

The Waitakere Youth Transition Services, supports school leavers to identify and reach their potential through creating positive pathways to independence.

We are seeking a Receptionist/Office Coordinator to join our dynamic team. The role involves overseeing our Resource Centre and supporting the manager and team of Personal Advisors in transitioning young people to gain employment, training, further education or engage in other positive activity which improves their well being.

Ideally you will have:

- Proven administration experience, with supporting qualifications.
- Ability to work with the range of Microsoft Office applications; in particular with spreadsheets.
- Proven customer service experience; particularly in a busy and/or youth environment.
- A confident manner with high level communication skills.
- Ability to think outside the square and be action oriented.
- A high value on supportive teamwork and can-do attitude.

Youth Horizons is a not-for-profit organisation that provides a range of services for young people and families at risk of poor outcomes.

Applications close Thursday, September 24th, 2009.

A job description and application form can be obtained from:

Makerita Siaso

Programme Manager

Waitakere Youth Transition Services

Youth Horizons Trust

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