Junior Administration Officer

Dandaragan Community Resource Centre

Dandaragan Community Resource Centre Inc. is seeking a friendly, reliable and motivated Junior Administration Officer to support front-counter service, general office duties and community programs. Training and support will be provided.

About the Role

This role suits a school leaver, trainee or early-career applicant who is organised, willing to learn and enjoys working with people.

Key Duties

- Provide welcoming front-counter, phone and email customer service.
- Assist with filing, data entry, photocopying, scanning and general administration.
- Support bookings, room hire, equipment hire and basic event administration.
- Assist with CRC promotions, notices and community activities.
- Help maintain a tidy, professional and inclusive office environment.

About You

- Friendly, polite and confident communicating with community members.
- Reliable, punctual and willing to learn.
- Basic computer skills, including Microsoft Word, email and internet use.
- Good attention to detail and ability to follow instructions.
- Previous office experience is helpful but not essential; applicants must have, or be willing to obtain, a Working with Children Check and Police Check.

Position Details

Location: Dandaragan CRC, 3468 Dandaragan Road, Dandaragan WA 6507
Hours: To be negotiated | **Start:** As soon as practicable
Employment: Junior administration position / traineeship opportunity may be considered
Remuneration: In accordance with age, experience and relevant award requirements

How to Apply

Apply with a brief cover letter and current resume to **office@dandaragancrc.net.au** or deliver in person to Dandaragan CRC.

Applications close: [26/10/2026