

OFFICE SUPPORT

Members of the CareFlight administration team provide a range of support services to the medical division.

Executive Assistants

- Provision of administrative and secretarial services to Chief Executive Officer, Media and Government Liaison Manager and Medical and Human Resources Manager.
- Provision of secretarial duties to medical division. Administration of third party and workers' compensation claims, management of rosters, planning and preparation of registrar careers night, organising fitness assessment, interviews and reference checking.

Finance Manager

- Budget preparation, payroll, reimbursements and cost analysis.

Medical and Human Resources Manager

- Management of medical division, registrar recruitment, careers night, management of medical rosters.
- Human resources function across the organisation.