

## OFFICE SUPPORT

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

### **Executive Assistant**

- ❑ Provision of general secretarial services to Chief Executive Officer and Media and Government Liaison Manager. Preparation and distribution of material for departmental meetings. Photocopying, faxing, catering and other services as required.

### **Finance Manager**

- ❑ Budget preparation, payroll, reimbursements and cost analysis.

### **Clinical and Human Resources Manager**

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

### **Personal Assistant Medical Division**

- ❑ Provision of secretarial duties to medical division. Administration of mobile phones, third party and workers' compensation, typing of rosters, assistance with Pre-Hospital Trauma Course and preparation and overseeing of registrar careers night.