

Procura Administrator /Team Leader Scheduling

At Alzheimer's WA we understand that everyone is different. Every person's experience with dementia is different. That's why our services are tailored to help clients through their dementia journey. We support clients to live their life the way they choose. At home, and in the community.

We see people as a person before your diagnosis. Our services embrace individuality and help to minimise the impacts of dementia. Our staff genuinely care about our clients.

We are looking for enthusiastic and experienced **Procura Administrator /Team Leader of Scheduling** to join us on a full time basis. The position is based at our office in Osborne Park.

This role is responsible for:

- Day to day management and support of the scheduling team.
- Management of the completion of daily time keeping process.
- Establishing a positive work culture by communicating work expectations, planning, monitoring and coaching staff.
- Ensuring the Procura software is well maintained, including set up, maintenance and deletion of user information as appropriate.
- Period end extraction of data, final checks and forwarding to payroll.
- Design and preparation of reports.
- Providing technical support and training to Procura users within the Organisation.
- Supporting with monthly billing process.
- Communicating with Procura around database errors.
- Reporting to government bodies (CHSP reporting).
- Other duties as directed by the Head of Care and Support Services

Essential

- Initiative and the proven ability to organise, prioritise and plan effectively.
- Proven experience working within Procura client database.
- Capable of working with a high degree of autonomy.
- High attention to detail.
- Good standard of verbal and written communication skills.
- Ability to maintain a high level of confidentiality of sensitive information.
- Experience in a similar role within an office environment.
- Current police clearance (not more than 6 months old) and current driver's license.

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» Closing Date: 22 November 2020

Please note: Short listing may commence immediately. We reserve the right to close the position without notice. Only suitable candidates will be considered and contacted if short listed.