

November 2024

Program Administration Officer

Thank you for your interest in the above position.

If, after reading the job description you have any questions, please call reception on 8746 1000 and ask to speak to Peter McMillan, SEE Manager.

If you decide to submit an application please:

- Address your application to the SEE Manager.
- In a separate document, write to the Key Selection Criteria listed in the job description;
- Attach a current resume; and,
- Submit your full application by:
 - o email to jobs@djerriwarrh.org or
 - o post to 239 Station Rd, Melton Vic 3337

Please note:

- **Applications close:** 5:00pm Thursday 28 November 2024
- **Applications not fully addressing the Key Selection Criteria will not be considered.**

For information about Djerriwarrh please visit our website: www.djerriwarrh.org.au

Regards

Peter McMillan
SEE Manager
03 8746 1000