

Key Selection Criteria

1. Demonstrated Microsoft Office Suite computer skills, including word processing software, financial analysis spreadsheets, data entry and email (outlook).
2. Demonstrated ability to make first contact customer service requirements collecting data and documentation from clients.
3. High level of oral and written communication and interpersonal skills.
4. Demonstrated ability to prepare financial analysis and reports from financial records and other sources.
5. Demonstrated ability to support Case Managers as they work with clients to cope with and adapt to the ever-changing business environment.
6. Demonstrated awareness and understanding of WHS.