**Dental Assistant Skills**

**Skills and Attributes**

* Excellent communication skills
* Strong team player
* Passion for the dental industry and patient care
* Empathic and a gentle patient-centric approach to providing care
* Strong ability to provide exceptional patient care and assist Dentists
* A positive attitude and strong ability to learn new skills
* Advanced skills in using Microsoft suite
* Experienced in updating client files
* Excellent skills in multi-tasking and working under pressure
* High attention to detail
* Strong ability with infection control and high sterilisation standards
* Experienced in maintaining all equipment
* Skilled in processing digital dental x-rays;
* Knowledgeable in planning and follow-up of patient care
* Respectful to working within confidentiality and privacy regulations

**Electrical Apprentice**

**Skills and Attributes**

* Hand and power tool experience
* Reliable and willing to work extended hours as required
* Willingness to learn and embrace new ideas and new ways of doing things
* Ability to acquire knowledge quickly and accurately
* Strong leadership skills
* Physically fit and healthy
* Highly organized with the ability to prioritise tasks
* Understands and appreciates the need to maintain safe work practices on site
* Able to remain calm in stressful situations

**Tickets/Licenses**

* Work Safely in the Construction Industry – White Card
* License to perform High Risk Work – Forklift License
* Full Driver’s License – Able to drive both Automatic and Manual
* Level 2 First Aid

**Accounting**

**Key skills & attributes**

* Advanced Skills in Microsoft Office suite
* Exceptional Customer Service Skills
* Experienced in Planning and Organising
* Keen eye for details
* Excellent team member skills and also able to work Autonomously
* Skilled in updating Social media applications
* Proficient in MYOB
* Advanced skills in Xero and Excel
* Excellent interpersonal skills

**IT/ Cyber Security**

• Windows Server Active Directory and Office 365 Admin Centre experience.

• Installation of Windows and Linux Operating Systems, printers and hardware components.

• Expertise in troubleshooting IT issues and delivering strong customer service using Service Level Agreement (SLA) and good understanding of ITIL framework.

• Excellent verbal and written communication skills.

• Experience in monitoring firewalls and online security.

• Extensive knowledge and experience in vulnerability assessment tools and testing.

• Experience in Acronis Backup software.

• Experience in OpenStack cloud computing service.

• Experience in IT support ticketing system.

**PROFESSIONAL EXPERTISE**:

* Windows Server Active Directory and Office 365 Admin Centre experience.
* Installation of Windows and Linux Operating Systems, printers and hardware components.
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* Excellent verbal and written communication skills.
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* Extensive knowledge and experience in vulnerability assessment tools and testing.
* Experience in Acronis Backup software.
* Experience in OpenStack cloud computing service.
* Experience in IT support ticketing system.

**Nursing**

* Excellent team member
* Good communication and inter-personal skills
* Passion for working with elderly residents
* Skilled with Daily residential care routines
* Experienced in BGL checking
* Experienced in vital signs checking
* Skilled in providing Person-orientated care
* Respective of client privacy and confidentiality
* Highly dedicated, reliable, trustworthy team member
* Effective interpersonal and communication skills.
* Strong skillset in Tolerance, Adaptability, Kindness, Compassion.
* Confident to work with accountability
* Quick learner, positive attitude and enthusiastic in work
* Ability to follow instruction
* Team player, initiative and able to handle various situations.
* Friendly and always enthusiastic to learn.
* Ability to priorities client needs, work and professional care.
* Commitment to the holistic care needs of residents.
* Excellent skills in Microsoft Office Suite
* Experienced in updating in house database
* Fluent in English language, French and Italian

**Childcare**

Skills and Attributes

• Experienced in developing a safe environment for children to grow and develop

• Exceptional communication skills

• Excellent interpersonal and age-appropriate communication

• Work with high standard of confidentiality

• Advanced knowledge in managing food allergies safely

• Excellent teamwork values

• Working with Children Check

• First Aid Certificate

• Anaphylactic certificate

• CPR certificate

• Advanced Microsoft Office suite skills

• Advanced skills in using Internet resources

• Mandatory reporting Early Childhood meeting Victorian State Government standards

• Driver’s License & car owner

• Proficient in Mandarin and Cantonese

**Administration**

Skills and Attributes

• Advanced skills in Microsoft office suite

• Excellent attention to details and organization

• Strong customer service oriented focus

• Excellent problem resolution skills

• Active and empathetic listener

• Strong and clear communication skills. Bilingual (English & Spanish)

• A polite and respectful phone manners

• Outstanding ability to work under pressure, in a busy professional environment

• Great ability to anticipate needs and work proactively

• Proficient to perform data management and entry into in-house CRM systems.

**HR**

Skills & Attributes

• Highly motivated with excellent organisational skills and ability to manage priorities

• Multitasking

• Planning skills and strong attention to details.

• Excellent verbal and written communication skills

• HR Management/ Business Acumen

• Excellent computer skills

• Demonstrated ability to work independently within a team structure

• Negotiation and persuasion skills

• Confident in handling difficult and stressful situations