



Job Description

Office and Warehouse All-Rounder

Part-time

This is a job for a person with Down syndrome, aged 18 years or over, working in the King Living Head Office in Turrella (near Mascot).

[King Living](#) is a family-owned Australian company that designs and manufactures award-winning furniture.



This is a physically active job, but not all the time.

An Office and Warehouse All-Rounder will assist the team in many duties ranging from filing and general office duties, to maintenance of outdoor and general use areas.



The days and hours are flexible:

Approximately 2-3 days per week, 5 hours per day, on days of your choice.

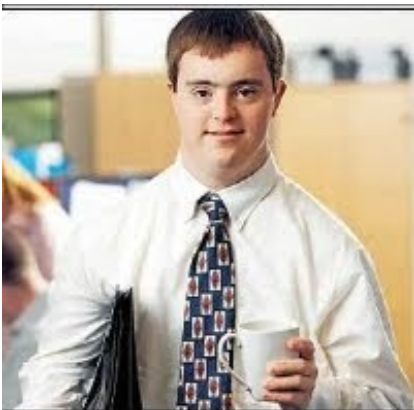
Your boss will be the Human Resources Manager of King Living.

Things you will do in the job.



An Office and Warehouse All-Rounder will:

- Compile cleaning packs for the King Care team
- Compile employment packs for the HR team
- Assist with filing
- Stock printers with paper each morning
- Assist with kitchen maintenance
- Assist with maintenance of the courtyard and general use areas



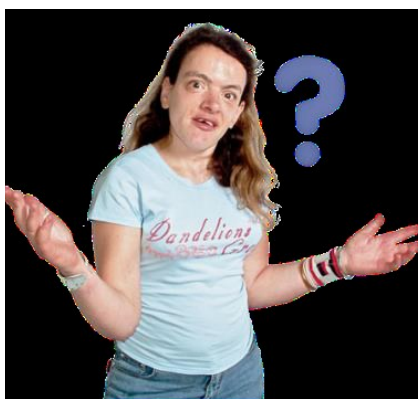
What you must be able to do.



Work with a support person

Travel to work, either independently, or with your support person if required.

Do your job under the guidance of a support person if required.



Speak up

Ask for help if you need it.

Tell people your ideas and make suggestions.

Ask questions.



Work with others

Work well with many different people.

Work with your support person to set tasks for the day.

Be respectful to others.

How to apply for the job



Send your:

1. resumé
2. answers to the questions on page 5 and 6 by email to:

kristy.byrne@kingliving.com.au



A résumé says what you have done and what you are good at.

This could include

- Other jobs you have done
- Volunteer work
- Your skills
- School and education
- Your interests and hobbies
- Your special achievements



Your resume must also include the name and phone number of 2 referees.

Referees are people who know you and can talk about the things you are good at and how you work with other people.

Please answer these questions



What is your name:



Where do you live:



How can we contact you by phone:



What jobs have you had?



What education or training have you had?

What are you good at?



What are you interested in?



Interview



If you get an interview we will ask you things like:

- What sort of work are you interested in?
- Why do you want to work for King Living
- What things are you good at?

You can bring someone to the interview to support you.

Questions

If you have any questions you can contact **Kristy Byrne** on



- 9597 9816
- kristy.byrne@kingliving.com.au

Applications close:

Friday 29th March 2019

