



Business Support Officer – permanent part time position

Stirling Hospital is a not-for-profit private hospital located in the beautiful Adelaide Hills. For more than 98 years, we have proudly provided a wide range of specialist services to our local community. We are committed to delivering excellence in care and service across every department.

About the Role

With increasing activity and growing community demand, we are expanding our Administration team.

We are seeking an experienced, motivated, and passionate Business Support Officer to join us in this part-time position. The role will be rostered on Wednesdays and Thursdays, as well as the opportunity to cover leave on other days.

The successful candidate will play a key role in supporting the Administration team and ensuring the continued delivery of the “Stirling Experience” for our patients, visitors, and community.

About You

The successful applicant will have skills and experience in the following areas:

- Previous administration experience within healthcare services
- Sound knowledge of MS Office, including Outlook, Word and Excel
- Excellent time management and organisational skills, attention to detail and strong ability to multi-task
- Exceptional customer service and communication skills
- Excellent telephone manner and ability to prioritise calls / emails
- Ability to work harmoniously within a team environment and able to work independently
- Experience with online patient administration systems would be highly regarded

Essential Requirements

- Previous experience in a similar role
- A satisfactory Working with Children Check and National Police Check prior to employment

Benefits of working at Stirling Hospital

- Secure permanent part-time employment
- Salary packaging benefits – increase your take home pay
- A supportive, community-focused workplace
- A range of staff wellbeing activities and online professional development education
- The chance to contribute to a respected local health service
- Free car parking

How to Apply

Please submit your application outlining your relevant experience and availability, via email only, to Daniella Pozza, Director of Finance, at email: dpozza@stirlinghospital.org.au

Applications close on Friday 25 September 2026

Only applicants who are shortlisted will be contacted. We reserve the right to appoint prior to closure date for a suitable applicant.