



Chinese Community Social Services Centre Inc.

(ABN 95 428 365 701)

Guidelines for Applicants

Board of Management

President

Mr. David Yong, J.P.

Vice President

Mr. Albert Hau

Secretary

Ms. Kim Au (CEO)

Treasurer

Mr. Kwok-Lam Leung, J.P.

27 Feb 2024

Dear Applicant,

If you are interested in applying for the advertised position, please forward your resume including the contact details of **three** referees to: -

Ms Kim Au,
CEO,
Chinese Community Social Services Centre Inc.
56-60 Rutland Road, Box Hill, VIC 3128

In addition to your resume, we advise that you should address in your cover letter how your qualification/s and experiences will enable you to undertake the major responsibilities, as outlined in the job description, effectively.

If you choose to email your application to us, the details are as follows:

Email address: jobs@ccssci.org.au

It is our intention to contact those applicants who have been short-listed for interviews.

Thank you for responding to our advertisement and showing an interest in our service.

Yours faithfully,
Kim AU
Chief Executive Officer