

Selection Criteria – Administration Officer

Essential:

1. Demonstrated experience in providing high level administrative support
2. Excellent customer service skills with a commitment to providing a high quality standard of service
3. Highly developed written, verbal and interpersonal skills with demonstrated ability to build positive working relationships
4. Excellent time management skills and the ability to identify and lead improvements and efficiencies within a busy office and service environment
5. Strong computer literacy skills with the capacity to work within data management systems and the Microsoft Office Suite
6. Proven ability to work autonomously and as part of team and to enhance positive workplace culture

Desirable:

1. Qualifications in Business Administration or similar

We value diversity and welcome applicants from all walks of life, ages, backgrounds and cultures.