



Northern Peninsula Area Regional Council

Employment Opportunity

Jardine Ferry Administration Officer

The Northern Peninsula Area Regional Council's mission is to support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water, and native vegetation resources, whilst protecting the rights and interests of both the individual and the communities.

Northern Peninsula Area Regional Council is seeking a **Jardine Ferry Administration Officer**, to join the Community and Regulatory Service team.

Under the supervision and directions from the Ferry Manager, the Administration Officer is responsible for adhering to the safety regulations of operating the Ferry Shop situated at the Jardine Ferry. Responsible for issuing tickets to customers for the crossing of the Ferry and to Sell goods and other merchandise for the NPA Council, Clean and maintain the Kiosk to be presentable when customers walk in.

In this role you will have the opportunity to:

- Assist with the daily services of running the Kiosk at the Jardine Ferry.
- Provide quality customer services for all clients including answering telephone enquiries.
- Assist Manager and or Supervisors with general office duties, e.g., Filling of Timesheets, leave forms, and other relevant Forms required by Manager or Supervisor
- Perform reception duties as required
- Support and performs administrative requirements for the Manager and or Supervisor
- Gather data and prepares reports for more detailed analysis for Executive Manager
- Coordinates and undertake purchasing of office supplies required and oversee the general administration system.
- Undertake other duties, as required.

In return for your valued contribution, you will be rewarded with:

- Full-time
- \$60,440 per annum, plus superannuation
- 36.25 hours per week

- 5 Weeks Annual Leave
- 15 Days sick leave per annum
- Cultural Learning and development opportunities
- Employee Assistance Program

The successful applicant will have:

Essentials

- Certificate III or IV in Business Administration or equivalent experience in local government executive support services.
- Demonstrate relevant experience in providing high level administration support at an Executive Support level
- Accurate and efficient typing skills with experience using Microsoft Office suite in particular Word, Excel and presentation software
- Experience in using electronic records management systems
- Ability to maintain the highest confidentiality, manage calendars and assist in organising and facilitating Executive Team support.
- Proven skills in organising and maintaining relevant documentation particularly electronically for general business operations, meeting including agendas and minutes.
- Demonstrate excellent communication and interpersonal skills
- Demonstrate commitment to Council values and experience in enhancing workplace culture and activities.
- Hold current drivers' licence

Desirable

1. *Experience* working in a Local Government would be well regarded
2. Hold current 'C' class Queensland Drivers License is highly desirable.

Are you ready to catapult your career?

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to hradvisor@nparc.qld.gov.au

The selection criteria can also be found on the Position Description, available to be downloaded from the vacancy on Council's website.

You may also contact the Human Resources Department on 07 40486613 and/or 07 40486614 for more information.

Pre-Employment Screening:

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may

also complete a range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

Applications Close: Thursday 25th of July 2024