



Northern Peninsula Area Regional Council

Employment opportunity Administration Officer

Employment opportunity

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 (NPARC) is seeking an **Administration Officer**, to join the Executive Team.

Based at our Bamaga Office, this position is to provide quality high quality customer service when greeting clients in person or over the phone. And responsible for the reception area function, ensuring service is professionally maintained at all times.

In this role you will have the opportunity to:

- As the face of the organisation be well presented and friendly in dealing with front counter enquiries
- Answering phone incoming calls, transferring calls
- Taking messages, notes and transferring phone calls to the right person and update the phone directory
- Receive mail, scan and file to electronic record document management system; distribute as needed to departments and staff (TRIM)
- Assist with enquiries from general public and/ or co-worker
- Tidy and maintain the reception area
- Make appointments and enter them into electronic calendar
- Ensure there is back up when absent from reception desk.

General Duties will include but not limited to:

- Providing receptionist services to the Council Office
- Register, receiving and distribution of mail
- Maintain office equipment and report malfunction, follow up that work is completed.
- Undertake photocopying, collating, shredding, binding, etc
- Maintain filing system both electronics and physical; scanning, create files, updating forms and other documents into TRIM

- Assist to organise conference and meeting room bookings including setting up with stationery and equipment's and organising catering. Clean and tidy up after meetings.
- Ensure office supplies are sufficient
- Completion of studies/trainings in a timely manner
- Assist with the purchasing function as required
- Perform other Office duties as required.

This position requires the completion of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

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

- Permanent Fulltime
- \$47,879 per annum, plus superannuation
- 36.25 hours per week
- 5 Weeks Annual Leave
- 15 Days sick leave per annum
- Training and Development
- Cultural Learning and development opportunities
- Employee Assistance Program

The successful applicant will have:

Essential

1. Good written and customer service skills, with friendly 'willing to help' attitude
2. Organised and careful, with attention to detail
3. Ability to remain calm and deal with difficult customers
4. Proven ability to use MS Word, Excel, Outlook and an ability to become proficient in the use corporate IT Systems such as electronic record and document management system (TRIM)
5. High level of reliability, honesty & integrity
6. Willingness and capability to undertake formal study on Business
7. Proven ability to work as a part of a team.
8. Year 10 or 12 standard certificate or equivalent of education

Desirable

1. Hold current drivers licence
2. Certificate I in Business or equivalent

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

SEEK: <https://www.seek.com.au/job/60226562>

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 40486612 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