



## Northern Peninsula Area Regional Council

### **Employment Opportunity**

## **Workshop, Administration Officer**

### **(6 Months Maternity Cover)**

#### **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 is seeking an experienced Administration Officer to join the NPARC Workshop, Operations Department.

#### **PRIMARY OBJECTIVE OF POSITION:**

The Position is responsible for general administrative duties for the Plant and Maintenance Workshop and providing range of support services including maintenance schedules, orders and purchasing, maintain service records and effective communication skills.

#### **In this role you will have the opportunity to:**

#### **KEY ACCOUNTABILITIES:**

Duties and responsibilities include but are not limited to:

- Assist in general administrative duties within the NPARC Workshop
- Provide reception services including assisting with client enquiries.
- Assist Manager and Team Leader for maintenance services and scheduling.
- Undertake photocopying, collating, shredding, binding, etc.
- Maintain filing and records system both electronics and physical; scanning, create files in share drive, updating forms and other documents int TRIM.
- Assist in preparation with timesheet on a weekly basis.
- Assist with the purchasing functions 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 Full time Position
- Band 1 Level 2-3 (Depending on Qualifications)
- \$55,8984 - \$60,4734 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:**

### Selection Criteria

1. Knowledge of Administration principles and practices
2. Demonstrated self – motivated with well-developed administrative and organisational skills.
3. Good verbal and written communication skills including the ability to liaise and negotiate with a wide range of people at all levels.
4. Good computer skills including experience in the use of the Microsoft Office suite of applications.
5. Good judgement and discretion and the capacity to always maintain confidentiality.
6. Sound understanding of asset management practices as they relate to Fleet management.
7. Current “C” Class Manual Driver’s License is 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](mailto: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 Advisor on 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: Friday 13<sup>th</sup> of September 2024**