



## Northern Peninsula Area Regional Council

# **Employment opportunity**

# **Administration Officer**

# **Jardine River Ferry**

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### **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 - Jardine River Ferry** to join the Executive 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:**

- Permanent Full-time
- \$69,131 - \$95,040 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***

1. Organised and careful, with attention to detail
2. Ability to remain calm and deal with difficult customers
3. Proven ability to use MS Word, Excel, Outlook and an ability to become proficient in the use of corporate IT Systems such as electronic record and document management system (TRIM)
4. High level of reliability, honesty & integrity
5. Willingness and capability to undertake formal study on Business
6. Proven ability to work as a part of a team.
7. Year 10 or 12 standard certificate or equivalent of education
8. Demonstrate commitment to Council values and experience in enhancing workplace culture and activities.

### ***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](mailto:hradvisor@nparc.qld.gov.au) or [hrdepartment@nparc.qld.gov.au](mailto:hrdepartment@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 40486612 and/or 07 40486613 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, 30 January 2025**