



Administration Officer

Page Personnel • Warriewood NSW 2102



Base pay

\$41,000 - \$60,000



Work type

Full time



Contract type

Permanent

Perks

Career development

Full job description

- Warriewood Location
- Career Development

About Our Client

Community focused client with a vision of "Delivering the highest quality service, valued and trusted by our community" critical to this are the values of Trust, Respect, Integrity, Teamwork, Service and Leadership.

Job Description

Key Responsibilities

- Provide administration support including but not limited to research of issues, preparation of correspondence, reports and presentations, and support services such as diary management. Provide assistance with the management and collation of data and information, including data entry, processing, reporting and cleansing. Assist with the ongoing development of improvements to the administrative functions of the unit to improve the level of service support
- Provide assistance organising events including arranging staff services, venues, catering and equipment
- Adhere to the Code of Conduct at all times and in all facets of the position
- Additional duties as allocated by the Manager Business Operations.

The Successful Applicant

Job details



Date posted

18 Mar 2022



Category

Admin & Office Support



Occupation

Contracts Administrator



Base pay

\$41,000 - \$60,000



Contract type

Permanent



Work type

Full time



Job mode

Standard business hours



Work Authorisation

Australian citizen /
Permanent resident

Successful Applicant

- Ability to work independently with minimal supervision together with a commitment to working in a team environment and multi-skilling.
- Demonstrate ability to make decisions and act with initiative to identify and resolve problems.
- Ability to manage workload, identify priorities, meet set deadlines.
- High level of written and oral communication skills; demonstrated ability to exercise judgement and handle sensitive matters in a highly confidential environment.
- Demonstrated commitment to EEO, WHS and ethical practice principles.

What's on Offer

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- 3 Month Temporary Contract
- Skill and career development
- Join a supportive and engaged team