



Casual Administration Support Officer

People and Strategy

Casual

The Scenic Rim is a region of opportunity surrounded by World Heritage-listed national parks and well renowned for its breathtaking scenery, agricultural and tourism industries.

At Scenic Rim Regional Council, we deliver community services and infrastructure to the region's population of more than 40,000. With a diverse team exceeding 420 employees, we are committed to shaping a progressive future for our community through collaboration, integration and innovation. We are proudly an equal opportunity employer that embraces diversity and a workplace underpinned by shared ethos and values that shape our actions and behaviours.

About this opportunity:

Council are currently seeking expressions of interest for relief Administration Officers to support service delivery across the organisation. We are looking for suitably skilled applicants with availability to accept relieving placements across the Monday to Friday working week typically between 8.30am to 4:45pm or across a 6am to 6pm span of hours.

Applications received will be assessed on a regular basis and if your skills, experience and/or qualifications match the requirements of the position, you will be contacted via telephone to arrange an interview.

Key responsibilities include:

- Provide business support with data entry, processing mail and correspondence, word processing, report generation, letter generation and minute taking;
- Assist with efficient purchasing activities including initiating purchase orders, receipting invoices, preparing invoices and supporting with tenders;
- Create and maintain customer request management system items;
- Register and maintain correspondence in Council's document management systems (ECM);
- Assist with processing customer requests and tasks within our CRM and Techone systems

About you

- High level communication and interpersonal skills
- Efficient data entry, digital literacy and Microsoft Office capabilities
- Demonstrated administrative practice and procedure knowledge
- The ability to quickly adapt to different business units, tasks and systems.
- Knowledge of local government structure, operations and processes will be well regarded

About our offer

The right applicant will be rewarded with a collaborative team environment, flexible work arrangements and a casual remuneration from \$38.19 per hour plus superannuation.

Applicants who are interviewed and who are selected to progress to the next stage of the selection process will be required to undertake a Drug and Alcohol Screening Test and a Criminal History Check.

How to apply

To apply please submit via **SEEK**:

1. A statement (maximum of 2 pages) demonstrating how your skills, knowledge and experience meet the specific requirements and responsibilities of this position.

SCENIC RIM



REGIONAL COUNCIL

2. A current resume (maximum of 5 pages) including the names and contact details of 3 referees. One referee should be a Manager you have worked for during the past two years.