

Administrative Officer (2 positions)

Location: Melbourne CBD

Salary: \$49,216 to \$63,201 + super

Position Nos: 923020, 923021

- High level Customer Services
- Communicate with professional legal and surveying industries
- Location: Melbourne CBD

Provide administrative functions to support our Land Registry Service's (LRS) Plan Branches and its role to provide the Victorian community with land registration and property information services.

We are building an inclusive workplace to help realise the potential of our employees, embrace our differences, and apply our diverse thinking to innovation and delivering services to Victorian communities. All jobs can be worked flexibly and we encourage job applications from Aboriginal people, people with disabilities, young people and people from culturally diverse backgrounds.

This primary purpose of this position is to perform administrative tasks which support LRS Plan Branches (Subdivision Branch and Application and Survey Branch), both of which receive a high amount of customer enquires in respective areas. You will be required to provide a high-level customer service, including advice for completion of specific land dealing documents for lodgement, via the telephone, online and in person, ensuring that all customer enquiries are managed efficiently and effectively.

If you have good knowledge and understanding of Land Information and related systems and customer services skills

preferably in a government setting with a strong service delivery focus you are strongly encouraged to apply.

This is a fixed term position for a period of 12 months.

To be considered for this position, your application should include a supporting statement demonstrating that you meet the key selection criteria and any job requirements specified in the position description.

**To apply online and for further information on position description
and selection criteria visit**

www.careers.vic.gov.au

Closing date for applications is Midnight Sunday, 30th July 2017