

Project Support Officer

Location: East Melbourne

Salary: \$67,866 - \$82,404 + Super

Position No: 923111

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.

We are seeking a highly motivated Project Support Officer who has demonstrated ability in providing administrative support, establishing and maintaining databases, spreadsheets using standard software, procurement processes, analysing data and responding to information management and technology issues to support effective business functioning.

The successful candidate will have attention to detail, an ability to work in an environment that has strict delivery targets, is able to learn on the job, together with a commitment to upholding the DELWP values. We are looking for someone who isn't afraid to take initiative and recommend improvements to business operations and processes.

A relevant qualification and/or experience in managing statutory information in a centralised system is preferred and an understanding of the Victorian Planning System will be looked upon favourably.

This is an ongoing position.

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

www.careers.vic.gov.au

Applications close at midnight Friday, 18 January 2019.