

Senior Administration Officer

Department of Aboriginal and Torres Strait Islander Partnerships / Woodridge

- Permanent full time
- Salary in the range of \$69,332 to \$76,238 per annum excluding superannuation.
- Flexible working options incl. flexible start & finish times

The role of the Administration Officer is to provide administrative support, focusing on financial accounts, human resources and information management to the work unit in a timely manner. There is also some support function to the project team.

Applicants must nominate (or provide a written reference from) an Aboriginal person or a Torres Strait Islander person who can attest to their knowledge, skills or experience to demonstrate cultural capabilities as required. This person may be a community member, supervisor or work colleague.

For further information about this position and details on how to apply, please visit the Queensland Government Smart Jobs and Careers website www.smartjobs.qld.gov.au.

Job Ad Reference: QLD/257837/17.

Closing Date: Monday, 6 November 2017