

## Listings Coordinator x 2

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Melbourne CBD – Full time, Ongoing

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*VCAT is seeking dynamic and driven individuals to join our specialist Listings team to fill two exciting Listings Coordinator roles*

### **The Roles:**

The successful applicants will be responsible for the management of hearings within a delegated List or Division of VCAT. Working within a close-knit team, the successful applicants will assist the Listings Manager in managing and procuring the Tribunal's resources to ensure efficient case-flow of matters.

As a Listings Coordinator, the successful applicants will be required to establish strong and effective working relationships with VCAT Members, Managers and colleagues from across VCAT Operations.

### **What you need to have:**

We are looking for individuals who are highly organised, thrive in a team environment and enjoy solving a problem or two! To ensure you are set up for success in these roles, you will demonstrate:

- Excellent communication skills, both written and verbal
- Effective relationship building and negotiation abilities
- Outstanding time management and organisation skills
- Great attention to detail

### **What we can offer you:**

This is an exciting time to be a part of VCAT! We support our people to do their best work by offering continuous professional development, flexibility to maintain a great work-life balance and opportunities for personal growth and career development.

**For further information on this position and to submit your application, please visit [careers.vic.gov.au](http://careers.vic.gov.au) by 1 August 2018**