



Administration Assistant Coffs Harbour Youth Justice Community Office, Youth Justice

- Temporary, Full-time up to 12 months
- Location: Coffs Harbour
- Clerk Grade 1/2, Salary (\$66,298 to \$72,077 pa), plus employer's contribution to superannuation and annual leave loading

About the role

Provide administrative and reception services to internal and external clients to support the delivery of quality services for the unit. As an integral part of a team the role is responsible for managing administrative systems and procedures to deliver a high level of administrative and coordination support.

**Closing Date: 21 August 2022
at 11:59pm AEST**

Contact: Angela Scott, Area Manager on angela.scott@justice.nsw.gov.au or 0475 808 680

To apply, visit jobs.dcj.nsw.gov.au and quote job reference number: **51454**