

Admin Support Officer (Identified)

- **Administration Support Officer Aboriginal Identified Grade 3/4**
- **Package includes salary \$72,635 to \$79,535, employer's contribution to superannuation and annual leave loading**
- **Temporary Full-time Role for up to 12 months**
- **This position is located in Nelson Bay**

About the Role:

This is a critical role that keeps the entire team running smoothly and efficiently. As an Administration Support Officer, you will provide office-based administrative support for the Hunter Coast Area team. The team is shifting offices this year, so a big task will be organising and leading the relocation from Nelson Bay to Anna Bay. Some key duties include:

- **Customer service:** You will answer telephone and email enquiries from the public.
- **Financial management:** You will monitor and report on the team's finances, process invoices and purchase orders, and ensure accurate records are kept.
- **Asset management:** You will manage the team's vehicle fleet, inventory equipment and order supplies as needed. You will coordinate building services with contractors such as cleaning, rubbish removal and security.
- **Human resources:** You will ensure that timesheets and leave requests are submitted correctly and processed in a timely manner. You will resolve any payroll issues. You will keep track of staff movements. You will organise venues and catering for training sessions and team meetings.
- **General administrative support:** You will help team leaders to manage calendars, emails, due dates and meetings.

Essential Requirements:

- Experience in office administration including experience in the use of computer-based systems, and records management systems.
- Effective interpersonal communication, negotiation and organisational skills and the ability to manage competing priorities and a high-volume workload.
- Knowledge of financial and human resource management procedures, policies and practices, and contract administration.
- Demonstrated experience in word processing and spreadsheet usage and the ability to prepare documents to a high standard of presentation.
- Current Australian drivers' licence.

This is an identified role under Section 14d of the Anti-Discrimination Act 1977 and as such Aboriginality is an essential requirement of the role. Aboriginal identified positions are developed where Aboriginal identity, cultural knowledge or connections are a genuine aspect of the role.

Applications Close: Sunday 18 September 2022 at 11.55pm

If you would like to discuss this opportunity further please contact: Rachel Reese, Area Manager Nelson Bay Office, NPWS on (02) 4984 8232 or rachel.reese@environment.nsw.gov.au

To apply online please visit iworkfor.nsw.gov.au website and search for job reference ID: [522928](#)