



**ACT**  
Government

Canberra Institute of Technology  
Education and Training Services  
CIT Yurauna Centre

## Office Manager

**Administrative Services Officer Class 6**

**Salary Range:** \$87,715 - \$100,388 (PN: 47777)

**Details:** Are you qualified and experienced in managing an office? We are seeking applications from individuals that have strong work ethics, dependable, excellent organisational skills, great communication skills, confident, customer service orientated, ability to motivate others, diligent and a team player. This role requires someone that is persistent in their efforts to accomplish goals in a highly engaging customer focused environment – willing to go the extra mile and should be able to work without direction to accomplish outcomes.

The role supports the Director of Yurauna and as such needs to have excellent professionalism skills.

### Eligibility/Other Requirements:

- Prior to commencing this role, a current registration issued under the *Working with Vulnerable People (Background Checking) Act 2011* is required. For further information on Working with Vulnerable People registration refer to - [https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/1804](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804).
- This is a designated position in accordance with s42, Discrimination Act 1991 and is only open to Aboriginal and/or Torres Strait Islander people. Aboriginal and/or Torres Strait Islander heritage is considered essential and therefore a Confirmation of Aboriginality may be requested.
- Current driver's Licence

### Desirable:

- Certificate IV or Diploma Business Administration or equivalent

**Note:** This is a temporary position from 08/03/2021 to 29/12/2021 with the possibility extension and/or permanency.

**How to Apply:** For further information, please visit [www.jobs.act.gov.au](http://www.jobs.act.gov.au)

**Contact Officer:** Caroline Hughes (02) 6207 3308 [caroline.hughes@cit.edu.au](mailto:caroline.hughes@cit.edu.au)

**Applications Close: 26 February 2021**

**CLICK FOR FURTHER  
INFORMATION AND TO APPLY**