



Business Support Officer Aboriginal Identified (AS073)

Join our Commercial Operations Administration Team!

We are seeking an enthusiastic, highly skilled individual with a passion for providing quality customer service to join our organisation in providing high level service and administrative support to the Commercial Operations Directorate.

- Commencing salary of \$2,195.56 gpf with the opportunity to progress to \$2,634.67 gpf + superannuation;
- Training and development opportunities;
- Generous leave entitlements; and
- Access to Council's Flexible Working Hours Agreement

Your new role:

Working as part of the Commercial Operations Team, some of your key responsibilities will include:

- Providing quality customer service and effective administrative support across the functional areas of the Directorate.
- Utilising and maintaining databases and electronic records systems.
- Undertaking administrative duties including processing applications, travel arrangements, purchase requisitions etc.

What you will need to succeed:

We are looking for someone with:

- Business administration qualifications relevant to the role.
- Substantial administrative and customer service experience relevant to the role.
- Experience in the use of the Microsoft Suite.
- Well-organised with excellent time management, communication and interpersonal skills.
- Applicant must be an Aboriginal or Torres Strait Islander person.

What you need to do now:

All applications must include three (3) documents:

- Covering letter,
- Current resume, and
- Statement addressing focus questions – maximum two pages (a template has been provided below for use within applications).

Focus Questions

- 1 Please outline why you are interested in this role?
- 2 What work experience, skills and personal attributes do you have that makes you the best candidate for this role?
- 3 This role will require you to work as part of small and large teams within the Commercial Operations Directorate. What do you consider makes a good team member and what would you contribute the most to these teams?

What is next?

Applications close **Monday, 30 March 2020** @ midnight AEST with interviews to be held in the week commencing Monday, 6 April 2020.

If you are interested in this role and would like more information, please contact **Shannon Coghlan** on **02 6926 9401**.

For further information, please visit www.wagga.nsw.gov.au/jobs

As part of the recruitment process, pre-employment checks will be conducted in line with requirements of the position including a functional health assessment to ensure candidates can meet the inherent physical requirements of the role.

Aboriginality is a genuine occupational qualification and is authorised under Section 14 of the Anti-Discrimination Act 1977.

Council is an inclusive employer. We strive to reflect the community in which we work, as a result we welcome and encourage applications from skilled people from all walks of life. This includes women, Aboriginal and Torres Strait Islander people, culturally and linguistically diverse people, people with a disability, sexually and gender diverse people, people with lived experience and people of all ages.