



## Administration Officer - Risk, Regulation & Resources

4 days per week for a 6 month fixed term up to 30 June 2017

### Details:

- Title: Administration Officer
- Broad Band: 3
- Reporting to the Environment and Compliance Manager

### Objectives

- To assist in meeting all reporting and legislative compliance requirements relevant to the department by providing exceptional administrative support.

### Key Responsibilities:

- Provide generalist administrative support to manager and team, including email and diary management;
- Complete all purchasing and invoicing;
- Assist with data entry, compliance, research, and meeting reporting requirements relevant to the department;
- Maintain total confidentiality with respect to the information sighted during the work undertaken; and
- Any other duties and responsibilities within the Administration Officer's capabilities from time to time.

### Skills required:

- Proficiency in clerical/administrative practices and procedures appropriate to position and level of responsibility;
- Proficiency in office software, including the Microsoft Office suite of products
- Knowledge of accounts payable processing;
- Excellent verbal and written communication;
- Demonstrated ability in working as part of a team;
- Demonstrated capability in exercising sound judgement, initiative and maintenance of confidentiality in the performance of work.

### Experience:

- Experience in a clerical / administrative position and/or finance officer position.
- Current Victorian manual Drivers Licence;
- No formal qualifications are required however the incumbent would have obtained through previous employment an equivalent level of expertise and experience to undertake the specified range of activities.

### Training

- Internal training is provided in the use and operation of the Corporation's computer systems, clerical and administrative practices and procedures.