



## Northern Peninsula Area Regional Council

### **Employment opportunity**

# **Administration Officer – Ranger**

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The Northern Peninsula Area Regional Council's mission is to support the provision of high standard local government services and economic growth of the Northern Peninsula Area through the sustainable use, development and management of land, water and native vegetation resources, whilst protecting the rights and interests of both the individual and the communities.

Northern Peninsula Area Regional Council (NPARC) is seeking a **Administration Officer – Ranger** to join the Operations Team.

### **In this role you will have the opportunity to:**

1. Administration. Provide comprehensive, accurate and timely administrative support, ensuring confidentiality is maintained. Contributing to the research and compilation of documents, reports and submissions.
2. Reports, Agendas and Minutes: Preparation of reports, agendas and minutes, ensuring that documents are appropriately managed and recorded.
3. Finance Assistance. Support end to end financial services for the department eg: raising purchase orders, requisitions etc.
4. Enquiry Management. Liaise with internal and external customers, ensuring queries are escalated appropriately, resolved in a timely fashion and customer expectations are managed.
5. Record Management. Ensure records are accurate and filed appropriately.
6. Data Integrity. Ensure integrity of data and templates is maintained to a high level, including monitoring of version control.
7. Procurement. Provide administration support to tender and quotation procurement processes
8. Additionally, this position may be required to conduct other duties as lawfully directed by the reporting manager.

#### **General Duties**

- Maintain office equipment and report malfunction, follow up that work is completed.
- Report any repairs & maintenance issues to the properties and facilities team relating to your office.

- Ensure to risk manage your offices and keep them safe and accessible to the public for use.
- Ensure office supplies are sufficient
- Prepare your timesheet weekly

*This position requires the completion of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).*

## **In return for your valued contribution, you will be rewarded with:**

- Permanent Fulltime
- \$49,554 - \$51,681 per annum, plus superannuation
- 38 hours per week
- 5 Weeks Annual Leave
- 15 Days sick leave per annum
- Cultural Learning and development opportunities
- Employee Assistance Program

## **The successful applicant will have:**

### *Essential*

1. Good written and verbal communication skills
2. Experience in Administration support, with friendly 'willing to help' attitude
3. Organised and careful, with attention to detail
4. Proven ability to use MS Word, Excel, Outlook and an ability to become proficient in the use of corporate IT Systems such as electronic record and document management system (TRIM)
5. High level of reliability, honesty & integrity
6. Ability to solve problems
7. Proven ability to work as a part of a team.

### *Desirable:*

1. Hold current drivers licence
2. Certificate in Business or equivalent

## **Are you ready to catapult your career?**

For us to assess if you're the one we are searching for, it is mandatory that you submit your Resume, a Cover Letter and a Full statement of claims addressing the Selection Criteria and submit your application to [hradvisor@nparc.qld.gov.au](mailto:hradvisor@nparc.qld.gov.au)

You may also contact the Human Resources Department on 07 40486612 for more information.

## **Pre-Employment Screening:**

Please note, prior to an offer of employment being made, recommended candidates will be required to undertake a medical assessment (including drug and alcohol testing). Council may also complete a

range of other pre-employment checks, such as references, employment history checks, working with children checks or a criminal history check.

**Applications Close: Wednesday 18<sup>th</sup> October 2023**