



POSITION VACANT

ADMINISTRATION OFFICER VACANCY REFERENCE NUMBER – PCS1181/0518

We are actively seeking applications from proven performers for the position of Employee Relations Administration Officer. The role provides administration service and support to the Employee Relations Team. The position also provides professional administrative, organisation, and planning support to the Employee Relations Manager, ensuring the efficient completion of day to day administrative duties and the accuracy, quality presentation and timely completion of all allocated tasks.

Specific responsibilities of the position include:

- Maintain the highest ethical standards, professionalism and confidentiality at all times;
- Provide timely, professional reception duties at the PC&S RGTCT building;
- Provide general administrative services and support to members of the Employee Relations Team which includes, but is not limited to:
 - Administrative support including management of telephone enquiries, correspondence, document control, procurement etc;
 - Administer Corporate Systems and Initiatives such as but not limited to New Starter Advice, Probation Review, Onboarding and Offboard Surveys, Work Experience, Clothing Profile Allocation & external provider visits (e.g Private Health Funds, QSuper, Training etc).

The successful candidate will be able to demonstrate experience in the following **key selection criteria** relevant to the role:

1. Administrative Skills	<ul style="list-style-type: none">• Provides administrative support by assisting in data entry, preparing reports, handling information requests, and performing clerical functions such as preparing correspondence, minutes, maintaining files, and responding to phone requests.• The ability to proactively coordinate work schedules to achieve group goals, determining priorities and allocation of time and resources effectively.• The ability to use computer systems and related office technology proficiently. Intermediate to Advanced level of proficiency in MS Office suite.
2. Communication	<ul style="list-style-type: none">• Demonstrated ability to communicate with all levels of management, internal customers and external Suppliers.• The ability to express ideas, thoughts and concepts clearly in writing, using correct and appropriate grammar, organisation and structure.

Candidates should be able to demonstrate extensive experience in administration and high level communication skills. Candidates will also be self-starters and have the ability to work within a collaborative team environment.

Failure to address the key selection criteria above, will result in your application being unsuccessful.

Confidential enquiries can be made by contacting the Employment Officer on (07) 4976 1686. Applications are to be received prior to **4:00pm, Friday 15 June 2018**, and can be submitted via www.gpcl.com.au/careers/vacancies.