

## Administration Officer

### KEY SELECTION CRITERIA

Rockhampton Service Area

Job Reference Number: RAD2018



Carers Queensland is a NDIS Partner delivering the NDIS in your community

<b>Administrative Officer</b>	
<b>Experience</b>	Demonstrated experience providing reception and administrative / office support. Experience working with, or a sound understanding of persons with disability, carers, Aboriginal & Torres Strait Islander persons, and persons from culturally diverse communities. Lived experience of disability will be highly regarded.
<b>KSC1</b>	High level communication skills (both written and verbal) and the ability to build rapport and adapt skills according to the audience or target group involved.
<b>KSC2</b>	Excellent time management and organisational skills
<b>KSC3</b>	Demonstrated experience and knowledge in Microsoft Office Products & general office equipment
<b>KSC4</b>	Demonstrated competency in entering information into databases.
<b>KSC5</b>	Demonstrated ability to contribute to positive workplace culture and practices.
<b>KSC6</b>	Current Queensland open driving licence is desirable Working with Children Check clearance is mandatory Working with Persons with Disability Check clearance is mandatory National Criminal History Check clearance is mandatory