

Administration Officer

KEY SELECTION CRITERIA

Toowoomba Service Area

Job Reference Number: TAD2018



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

| Administrative Officer | |
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| Experience | 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. |
| KSC 1 | 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. |
| KSC 2 | Ability to provide high quality customer service to internal and external stakeholders |
| KSC 3 | Excellent time management and organisational skills |
| KSC 4 | Demonstrated experience and knowledge in Microsoft Office Products & general office equipment |
| KSC 5 | Demonstrated competency in entering information into databases. |
| KSC 6 | Demonstrated ability to contribute to positive workplace culture and practices. |
| KSC 7 | 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 |