

## Administrative Assistant

### KEY SELECTION CRITERIA

Townsville Office

210 Ross River Road, Aitkenvale, QLD, 4814

Tel: (07) 4725 8853



<b>Administrative Assistant</b>	
<b>Education &amp; Experience</b>	Demonstrated experience and knowledge of Microsoft Office Products, including Word, Excel and Outlook
<b>KSC 1</b>	Knowledge and experience in data entry
<b>KSC 2</b>	Knowledge of or the ability to rapidly acquire knowledge of the skills necessary for the operation of office equipment and technology
<b>KSC 3</b>	Demonstrated high level communication skills and the ability to establish rapport with a diverse range of people
<b>KSC 4</b>	Demonstrated ability to work autonomously or as part of a small team
<b>KSC 5</b>	Demonstrated ability to prioritise the workload and meet expectations with minimum supervision
<b>KSC 6</b>	Demonstrated ability to produce promotional material and newsletters using Publisher and Mail Chimp
<b>KSC 7</b>	Ability to use initiative and utilise discretion in the absence of the Team Leader
<b>KSC 8</b>	Demonstrated ability to contribute to a positive workplace culture and practices
<b>KSC 9</b>	Current Queensland open driving licence Current Blue Card and Yellow Card or willingness to undertake a criminal history check