

Administrative Officer

KEY SELECTION CRITERIA

Ipswich Service Area

Job Reference Number: IAD2017



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

Administrative Officer	
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