

Administrative Assistant - 12 month Placement Employment Opportunity

Job Brief

Mildura Airport is seeking a well-organised full-time administrative assistant, for a 12-month placement, start date 20th February 2015. The successful candidate will perform a wide range of administrative and office support activities for the airport and management team to help facilitate the efficient operation of the organisation.

Key responsibilities

Answer, screen and transfer inbound phone calls
Receive and direct visitors and clients
General clerical duties including photocopying, fax and mailing
Maintain electronic and hard copy filing systems
Retrieve documents from filing systems
Handle requests for information and data
Resolve administrative problems and inquiries
Prepare and verify documents including correspondence, reports, drafts, notices and manuals
Coordinate and maintain records for staff telephones, parking and petty cash
Open, sort and distribute incoming correspondence
Ensure all compliance and document management records are retained for accuracy. Modify documents to reflect any changes required
Maintain work papers on file by retention as requested and create new work papers when needed
Maintaining the corporate calendar to ensure the team are sufficiently prepared for all meetings and presentations
Run general errands, bank, postal and the like
Maintain ITM, advertisement systems and car parking functionalities

Essential criteria

- Valid UK driver's license
- Effective communication skills, problem solving/initiative driven and attention to detail
- Extensive level of customer service skills
- Computer skills and knowledge of relevant software
- Knowledge of clerical and administrative procedures and systems such as filing, record keeping and appropriate phone manner
- Determined ability to work collaboratively in a team environment
- Meet the capacity to work standard office hours either 0800-1800 or 0900-1700

Desirable

- Knowledge of QuickBooks, or similar, accounting programs
- Proficient with Excel
- Experience to coordinate payable and receivable

If you are a well-driven professional, and the above role description sounds like the position for you, please upload your CV and cover letter. Applicants need to bring their own car and be good health.

Application closes February 4th, 2015

Please note due to the anticipated demand levels of applicants, only selected candidates will be contacted for an interview.