

Administration Assistant – 12-month Placement Employment Opportunity

Job Brief

Mildura Airport is seeking a well-organized full-time administration assistant, for a 12-month placement, start date 28th February 2018. 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 role tasks

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 system
Retrieve documents from filing system
Handle requests for information and data
Resolve administrative problems and inquiries
Prepare and modify documents including correspondence, reports, drafts, memos and emails
Coordinate and maintain records for staff, telephones, parking and petty cash
Open, sort and distribute incoming correspondence
Ensures all compliance and document management records are reviewed for accuracy. Modifies documents to reflect any changes required
Maintains web pages on facility intranet as requested and creates new web pages when needed
Monitoring the corporate calendar to ensure the team are sufficiently prepared for all meetings and presentations
Run general errands, bank, postal and the like.
Maintain ATM, advertisement monitors and car parking functionalities

Essential Criteria

- Valid VIC driver's license
- Effective communication skills/problem solving/solution driven and attention to detail
- Elevated 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
- Demonstrated ability to work collaboratively in a team environment
- Have the capacity to work standard office hours either 0800-1600 or 1000-1800

Desirable

- Knowledge of QuickBooks, or similar, accounting programs
- Proficient with Excel
- Exposure to accounts payable and receivable.

If you are a self-driven professional, and the above role description sounds like the position for you, please upload your CV and cover letter. Applicants must be drug free and in good health.

Application closes: February 4th, 2018

Please note: Due to the anticipated elevated levels of applicants, only selected candidates will be contacted for an interview.