

## **Employment Opportunity – Administration Assistant**

### **Job Brief**

Mildura Airport is seeking a well-organized full time administration assistant, the successful candidate will perform a wide range of administrative and office support activities for the airport and/or managers to help facilitate the efficient operation of Mildura Airport.

### **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 and solution driven
- 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
- Have a keen attention to detail
- Demonstrated ability to work collaboratively with team members
- Have the capacity to work outside of the 9am-5pm, Mon-Fri standard office hours

### **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, then please upload your CV and cover letter. Applicants must be drug free, in good health.

Application closes: April 20, 2017

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