

## Employment Opportunity - Administrative Assistant

### Job Brief

Mildura Airport is seeking a well-organised full-time administrative assistant. An 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 internal phone calls
- Receive and direct visitors and clients
- General form of 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 modify documents including correspondence, reports, drafts, memos and records
- Coordinate and maintain records for staff, employees, parking and party work
- 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 web pages on facility website as requested and create new web pages when needed
- Monitor the corporate calendar to ensure the team are sufficiently prepared for all meetings and presentations
- Run general records, bank, postal and file files
- Maintain of FNE, advertisement materials and car parking, fuel, maintenance

### Essential Criteria

- Valid UK driver's license
- Effective communication skills (written, editing and verbal) driven
- Strong 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 email your CV and cover letter. Applicants must be drug free, in good health.

Application closes September 2nd, 2017

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