

ROLE SPECIFICS

POSITION TITLE	Administration Service Officer
REPORTS TO	Chief Financial Officer (CFO)
LOCATION	Alan Mathews Drive, Mildura, Victoria, Australia
WEBSITE	www.milduraairport.com.au
TERMS	Full Time
HOURS OF WORK	Monday to Friday 9:00 am to 5:00 pm
REMUNERATION	Administration Service Office Level 2 (\$59,265 - \$63,000)
APPROVALS:	Chief Executive Officer

ORGANISATION OVERVIEW

Mildura Airport is the largest regional airport in Victoria, hosting approximately 70,000 aircraft movements each year. Located in the heart of the nation's food bowl, the airport plays a critical role in supporting national and international freight, including fresh produce such as grapes, citrus and avocados. Mildura Airport is also a key aviation gateway for intra-state, inter-state and international travellers, contributing to tourism and ongoing economic development across the greater Mildura region.

The airport precinct is situated approximately 10–15 kilometres from Mildura's town centre and is conveniently located near local shops, award-winning restaurants and the Murray River waterfront.

Working in partnership with Mildura Rural City Council and key stakeholders, Mildura Airport is committed to delivering a safe, efficient and sustainable airport operation. The organisation is proud to be a White Ribbon Accredited workplace, demonstrating a strong commitment to respectful relationships, gender equality and a workplace culture that is safe, inclusive and free from violence, harassment and discrimination.

VISION, MISSION AND VALUES

Our Vision:	To strategically guide and manage the ongoing growth and development of the Mildura Airport, as a key transport gateway and as a major community asset for the greater Mildura Community.	
Our Mission:	To be an efficient, effective and sustainable air transport service hub for the Mildura Community. Connecting our broader community through safe air travel compliance, maintaining facilities through an effective board and management team	
Our Values:	<ul style="list-style-type: none"> ❖ Our People ❖ Safety First ❖ Professional 	<ul style="list-style-type: none"> ❖ Community Focused ❖ Innovative ❖ Solution Focused

POSITION BRIEF

The Administration Services Officer (ASO) provides efficient and reliable administrative support to the Corporate Services team and management. The role supports the day-to-day operation of corporate services, ensuring administrative processes run smoothly and our stakeholders and customers receive professional and responsive service.

The ASO Level 2 will also provide payroll and accounting administration support when required, including providing coverage during periods of leave or absence and will contribute to a positive, respectful and compliant workplace culture.

POSITION REQUIREMENTS

Duties and Responsibilities	<p>Office Administration</p> <ul style="list-style-type: none">• Monitor office supplies and arrange orders as required• Coordinate mail, deliveries and basic office equipment needs• Support onboarding administration, including uniform and access processes• Assist with compliance records such as passes, licences and access registers <p>Corporate Services Support</p> <ul style="list-style-type: none">• Assist with internal reporting, data collection and audits as required• Support corporate initiatives, events and communications when required• Undertake other administrative duties as required to support Corporate Services <p>Corporate and Management Support</p> <ul style="list-style-type: none">• Provide general administrative support to the Corporate Services team and management• Assist with document preparation, correspondence, filing and record management• Coordinate meetings, appointments, room bookings and catering as required• Maintain accurate records and administrative systems <p>Reception and Customer Service</p> <ul style="list-style-type: none">• Respond to enquiries via phone, email and in person• Greet visitors and customers professionally and manage sign-in procedures for contractors• Direct enquiries to appropriate staff and departments <p>Payroll and Accounting Support</p> <ul style="list-style-type: none">• Provide administrative support for payroll and basic accounting tasks when required• Assist with data entry, reconciliation preparation and record maintenance• Provide coverage and support during staff absences within Corporate Services and/or other departments.
OH&S Responsibilities	<ul style="list-style-type: none">• Comply with all workplace health and safety policies and procedures• Take reasonable care for personal health and safety and that of others• Report hazards, incidents and unsafe practices promptly• Contribute to a safe, respectful and compliant work environment
Key Skills & Experience	<ul style="list-style-type: none">• Demonstrated experience in an administration or office support role• Well-developed communication skills, both written and verbal• Strong organisational skills with the ability to prioritise tasks• Sound computer skills, including Microsoft Office applications• Attention to detail and ability to maintain confidentiality• Ability to work effectively as part of a team and support management• Flexible and adaptable approach to day-to-day tasks

Key Selection Criteria	<p><i>Essential</i></p> <ul style="list-style-type: none"> • Certificate II in Business Administration (or equivalent experience) • Previous experience in an administrative role • Victorian Driver Licence
	<p><i>Desirable</i></p> <ul style="list-style-type: none"> • Experience providing payroll or finance administration support • First Aid and CPR

Employee Signature:	_____	Date:	
	Incumbent		
Manager Signature	_____	Date:	
	Chief Financial Officer		