



SUSTAINABLY DEVELOPING THE OUTBACK

Administration Officer Position APPLICATION PACKAGE

Please forward your application letter addressing the key selection criteria, resume and two referees to:

admin@diamantina.qld.gov.au

KEY SELECTION CRITERIA

1. Demonstrate high level use of computerised accounting packages and a willingness to learn this diverse role.
2. A high level of data entry and general computer skills including the use of Microsoft Office suite and web based applications.
3. Demonstrated ability to manage conflicting priorities to meet deadlines and work under pressure.
4. Proven experience in records management, in particular electronic records management.
5. Ability to work across a wide variety of administration tasks.
6. An understanding and willingness to display behaviours compliant with Council's values.