



Base Level Administrative Officer

The Challenge

Being able to facilitate the needs of a team to ensure consistency within the unit. Ensuring administrative procedures and systems are in place to support achievement of the team's goals. Demonstrating a degree of flexibility to handle a number of tasks designated by different people and the ability to prioritise. To maintain good communication levels within the business unit, thereby maximising efficiency while sustaining good working relationships.

The job

Assisting with the day-to-day running of the business unit through:

- Providing professional receptionist service, including a good telephone manner
- Provide high quality data processing and management services
- Manage mail, correspondence and filing systems
- Provide support for the business unit's projects
- Organise purchasing and payments of accounts
- Arrange timely maintenance and servicing of the branch's equipment
- Arrange board meetings and teleconferences
- Administer any tasks set by members of the team

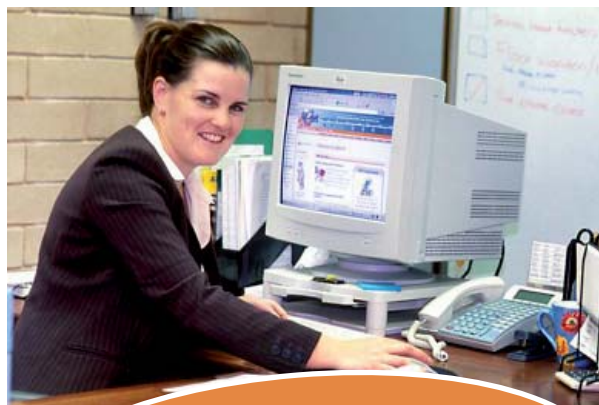
What we offer

- Opportunity to work in a supportive team environment
- Opportunity to work for the NT Government, dealing with a wide range of issues

- On-the-job Training
- Excellent prospects for promotion within many NT Government departments
- Regular annual salary plus allowances
- Six weeks annual recreation leave

What you will need

- Experience in using a variety of computer processing, database and office management packages such as Word, Excel, TRIM and Lotus Notes
- Demonstrated ability to develop, implement and maintain administrative systems
- Proven skills in time and task management with the ability to prioritise
- Proven skills in effective oral and written communication
- Ability to be discreet and maintain confidentiality
- Demonstrated interpersonal skills



For more information visit:
www.nt.gov.au/nreta/aboutus/careers
or phone 8999 4542