Expressions of interest are invited from administration staff interested in a career opportunity relieving in the position of Administrative Support Officer from 13 March 2017 to 30 June 2017 (with the possibility of an extension).

The position with be located at:

**Macquarie Park Operational Directorate**
75 Talavera Road, Macquarie Park

The Administrative Support Officer undertakes a wide range of clerical and administrative functions, including reception and switchboard duties as part of the customer service team.

An expression of interest addressing the criteria, of no more than 2 pages in length should be submitted to Charmaine Barton, Customer Services and Administration Manager at charmaine.barton@det.nsw.edu.au by 5pm on Wednesday, 8 March 2017.

Information on meeting the definition of ‘recent school based experience’ is available here. This information is only accessible from a DoE site (this would be relevant to NSBTS positions but not school based positions).

**Statement of duties**

- Providing customer service through reception and switchboard functions to schools, parents and the community.
- Providing administrative and clerical support for Macquarie Park Operational.
- Preparing correspondence including letters, agendas, minutes and reports and correspondence distribution.
- Coordinating office diaries and obtaining necessary approvals for travel arranging school visits.
- Maintaining office records, files and correspondence and a willingness to learn the Department's records management system.
- Organising the purchases of equipment and stationery supplies, arranging service and repair calls and maintaining appropriate records and assisting with fleet bookings.
- Processing accounts, processing travel claims and maintaining appropriate records.
- Assist with the maintenance of the asset register and office stocktakes.

**Selection criteria**

- Experience providing a broad range of administrative support in a high volume environment and prioritising deadlines.
- Good interpersonal and customer service skills.
- Ability to make independent decisions and operate as a member of a team.
- Good oral and written communication skills.
- Ability to maintain confidentiality and exercise discretion judgment and initiative.
- Experience across the range of MS Office applications including Word, Excel and PowerPoint and a willingness to learn SAP Finance and HPRM8.

Screening questions:
- Describe how you provide quality customer service and in particular how you use your initiative to manage a difficult situation. (300 word maximum)
- Describe how you use your administrative and clerical skills to provide accurate, efficient and consistent services on a day to day basis. (300 word maximum)

One of the referees listed must be the applicant’s current principal or supervisor and requires their signature. Expressions of interest must **not exceed 2 A4 pages**.

For further information contact Charmaine Barton on 9886 7071 or at charmaine.barton@det.nsw.edu.au.