



## CORPORATE SUPPORT OFFICER Selection Criteria

### Position Identification

<b>Position Title</b>	<b>Corporate Support Officer</b>
Position location	Albany Office
Employment Status	0.6 FTE (with possibility for increase subject to funding)
Contract Agreement	The contract of employment between employer and employee resides within the Western Australian workplace relations regulatory framework and is bound by the Minimum Conditions of Employment Act 1993 (WA), the Superannuation Guarantee (Administration) Act 1992 and National Employment Standards (NES) of the Fair Work Act (2009).
Classification	South Coast NRM level 3.1, equating to \$69,686 gross per annum - prorata for FTE.
Contract term	1 July 2018 to 30 June 2023
Essential	Maintain a current Class C Drivers Licence.

### Selection Criteria

#### Essential

1. Demonstrated capacity to support an executive management team and/or Board directors.
2. Appropriate qualifications/training in office administration and/or equivalent relevant experience.
3. Demonstrated time management and organisational skills with the ability to manage multiple concurrent tasks, use initiative, set priorities and meet tight deadlines.
4. Highly proficient touch-typing skills with demonstrated attention to detail, including the capacity to summarise key discussion points in meeting minutes.
5. Proficiency in the Microsoft Office suite of programs including Word, Outlook, Excel, Access and others. Demonstrated expertise in document formatting and layout.
6. Strong verbal communication and interpersonal skills relevant to reception-related tasks.

#### Eligibility

**Prior to employment the successful applicant will be required to:**  
Obtain or hold a 'C' class driver's licence.