

# Administration & Facilities Support Officer

## Summary

<b>Title</b>	Administration & Facilities Support Officer	<b>Basis of employment</b>	Permanent Part time (negotiated hours over 4 days per week, up to 0.8 FTE)
<b>Closing date</b>	5 pm, 27 November 2024	<b>Location</b>	145 Ann Street, Brisbane
<b>Contact details</b>	Stef Angus Woodforde Group (07) 3062 9280 hello@woodfordegroup.com.au	<b>Annual salary</b>	FTE salary level within band will be determined subject to candidate's skills and experience: \$73,997 - \$82,1078
<b>Reporting line</b>	Manager Finance & Administration	<b>Number of direct reports</b>	Nil

## This opportunity

As Administration & Facilities Support Officer you will be responsible for providing exceptional client service to both internal and external stakeholders and the effective delivery of administration and facilities support activities.

## Key responsibilities

You will:

- manage and co-ordinate a range of facilities related activities including:
  - booking/preparing/maintaining meeting rooms and oversight of meeting room AV equipment, and organising catering
  - maintaining utilities areas, equipment and stationery supplies
  - co-ordinating office and equipment repairs and maintenance
  - maintaining kitchen facilities and supplies
  - managing the booking of QCA car parking spaces

- undertake general reception and telephone duties including ensuring secure access to the office, managing couriers and deliveries and providing front office presence for meetings with external parties
- assist with the operational management of the QCA's intranet including the compilation and uploading of daily news and policies/procedures/notices, minor configuration and user support and maintaining currency of content
- undertake travel bookings for QCA employees including flights and accommodation and booking external venues for workshops or events
- co-ordinate social events and support learning and development events, including arranging catering, organising marketing materials etc.
- work collaboratively with the Corporate Services team and provide administrative support to the rollout of Corporate Services projects and initiatives
- undertake other administrative duties including (but not limited to) providing high quality administrative support using a range of software packages, coordinating document destruction services, redacting documents, photocopying and binding work
- undertake occasional backup for payroll and accounts payable tasks in absence of Manager Finance and Administration (training provided)
- perform on-site technical support under remote direction from IT.

## Success criteria and core capabilities

We will assess your suitability for this role by looking at what you have done previously (the knowledge, skills and experience you have gained), your potential for development and your personal qualities. We will consider how well you demonstrate:

- the ability to prioritise, multi-task, manage timeframes and ensure attention to detail
- high-level interpersonal and communication skills with the ability to build relationships with colleagues and stakeholders and contribute to the QCA's culture of respect and inclusion
- intermediate skills in Microsoft Office software including word processing and experience with Adobe Acrobat and electronic document management and a general understanding of basic IT systems
- the ability to write concisely and clearly
- the ability to work both autonomously and as a part of a team, showing initiative and a proactive approach in providing support and solving problems to achieve personal and team objectives.

## Additional information

Given the receptionist tasks associated with this role, it is a requirement to work from the QCA's office at 145 Ann Street, Brisbane city.

The successful candidate will be required to undertake a Level 1 Procurement course upon commencement.

It is also desirable for the position to take on the role of First Aid Officer and Fire Warden.

If you would like more information about the QCA, this role and the benefits of working for us, please refer to the Candidate Information Pack.

## How to apply

### Please provide:

- your resume, which gives details of your relevant experience and qualifications
- a cover letter (maximum 2 pages), in which you:
  - highlight your skills and where/how you obtained your experience
  - demonstrate your ability to undertake the responsibilities and requirements of the role as outlined in 'Success criteria and core capabilities'.

The Woodforde Group has been engaged to support the recruitment process for this position.

For enquiries about this role, please contact Stef Angus on (07) 3062 9280

Applications can be submitted via email to: [hello@woodfordegrou.com.au](mailto:hello@woodfordegrou.com.au)