

Administrative Assistant - Part-Time

Australian Centre of Excellence for Local Government (ACELG)

1. About the Australian Centre of Excellence for Local Government and the Administrative Assistant Part-Time Position

The Australian Centre of Excellence for Local Government (ACELG) is a research centre within the University of Technology. It is a unique consortium of universities and professional bodies that have a strong commitment to the advancement of local government. Further information about ACELG is available on the Centre's website: www.acelg.org.au.

ACELG is currently seeking to employ a Part-Time Administration Assistant to work in the Centre's small but busy office. The successful applicant must have strong computer and communication skills, a mature approach and capacity to work with limited supervision.

The officer will generally be employed for three half days (approx. 12 hours) per week preferably Tuesday, Wednesday and Thursday mornings. This is a casual appointment until December 2012. Wages will be approximately \$28 to \$34 per hour depending on experience.

2. Position Requirements

General Position Guidelines

- Maintain the Centre's office systems and procedures, including filing and provision of general administrative assistance as required
- Maintain office and kitchen supplies
- Ensure office equipment is maintained
- Prepare correspondence and memoranda
- Provide administrative support to ACELG Secretariat senior staff
- Maintain ACELG Secretariat hard copy files
- Act as point of contact for visitors and program partners as required
- Provide administrative assistance and logistic support for board, staff and program co-ordination meetings and other events.

Personal Attributes/ Skills

- Mature outlook and reliability
- Strong attention to detail and deadlines
- Comfortable working with limited supervision
- High quality interpersonal and communication skills
- Ability to adapt quickly to new tasks and situations
- Capacity to acquire additional skills
- Ability to use initiative and be flexible.

3. Selection Criteria

Skills and experience

- Demonstrated high level computer skills – MS Word, Excel, PowerPoint, etc
- Prior experience in a similar role
- Demonstrated high level written communication skills

4. How to Apply

Candidates should email their CV, a covering letter, and a statement outlining how their skills and experience meet the requirements stated in the selection criteria in section 3. Applications should be forwarded to jobs@acelg.org.au.

For enquiries please email Nuha Saad on jobs@acelg.org.au. Applications close Monday 19 March 5pm.