



Recruitment Selection Criteria

Project Administration Officer

Position Title	Project Administration Officer
Section	Infrastructure Planning
Division	Infrastructure
Grade	7

Essential requirements

1. Experience in an Administration role, e.g. Administration, Executive Assistant, Personal Assistant, or similar.
2. Substantial broad based general office/administrative experience including diary and email management.
3. Proficiency in preparing large and varied documentation and reports, e.g. business reports, correspondence, and plans.
4. Well developed written and oral communication and interpersonal skills.
5. Demonstrated time management and organisational skills.
6. Capacity to use research skills to prepare correspondence and reports
7. Ability to work unsupervised and within a team environment.
8. Appreciation and awareness of the sensitivities involved in working in a political and confidential environment.
9. Dedication to the provision of exceptional customer service.
10. Demonstrated computer literacy with sound experience in word processing, spreadsheets, and database software packages. Minimum typing speed of 50 wpm. I

Desirable requirements

1. Local Government experience and knowledge of Local Government legislation.

Our Values

Communication | Accountability | Professionalism | Integrity | Teamwork

In your role at Council, you are expected to demonstrate our Values at all times. Your position description details the behaviours expected of you in your role.

