



**The Islamic Women's Association of QLD Inc is seeking expressions
of interest for the position of
Front Desk Reception**

The position is Full-time 38 hours per week.

The hourly rate is in accordance with the Social, Community, Home Care and Disability Services Industry – 2010, Level 2 pay-point 1

Annual salary is \$33,156

PURPOSE OF POSITION	To provide an effective service at front desk including administration duties for IWAQ to best serve the organisation's office staff, members, clients and visitors
LOCATION	IWAQ Office
EMPLOYMENT STATUS	Full-time. Position is subject to 3 months probationary period
KEY SELECTION CRITERIA	<ol style="list-style-type: none">1. Experience and/or interest and willingness to work in culturally and linguistically diverse community service environment2. Excellent interpersonal skills including effective personal and telephone communication techniques as well as the ability to initiate written correspondence as required.3. Demonstrated administration skills including the preparation and production of documents, maintenance of organisational records and operation of office equipment4. Computer skills including proficiency in Microsoft Office word processing spreadsheet and database. Experience in Desktop publishing desirable.5. Ability to prioritise tasks, manage own area of work responsibility without supervision and utilise effective time management6. Ability to demonstrate an enthusiastic and flexible attitude and make a positive contribution to the team environment
DESIRABLE SELECTION CRITERIA	<ol style="list-style-type: none">1. Ability to communicate in a second language2. Background in personal management3. Current drivers licence and access to vehicle

Please send your completed application addressing the key selection criteria above together with your current résumé to us by:

Mail: PO Box 412, UNDERWOOD, Qld 4119 or

Email: muna.i@iwaq.org.au or

Fax: 3208 6933

Please ensure that you clearly mark your name on all the papers in your application

Applications close 5pm on Monday, 18th April 2011