



STAFF VACANCY

Position: Office Coordinator
Job type: Permanent part-time (25hrs/week - 6 month's probationary period)
Start date: Tuesday 15th August 2017
Office Location: IWAA Office, Springwood
Applications close: 5.00pm, Monday 31st July 2017

Position Objectives

To organise and co-ordinate office operations and procedures in order to ensure the smooth running and effectiveness of the organisation's operational, system and administrative functions.

Essential Selection Criteria:

1. Attention to detail, high levels of accuracy and problem solving skills
2. Strong Organisational and planning skills in a fast-paced environment
3. High standard of computer literacy including proficiency in Microsoft Office word processing spreadsheet and database and use of CRM databases and web based programs.
4. A creative mind with an ability to suggest improvements
5. Excellent interpersonal skills including effective personal and telephone communication techniques as well as the ability to initiate written correspondence as required.
6. Ability to analyse data and reconcile financial and outcomes data
7. Demonstrated administration skills including the preparation and production of documents, maintenance of organisational records and operation of office equipment
8. Ability to prioritise tasks, manage own area of work responsibility without supervision and utilise effective time management

Other:

1. As an absolute condition of employment, employees are required upon hiring to produce a valid Police Clearance Certificate and signed Statutory Declaration (overseas criminal history clearance).
2. Comply with the provisions of IWAQ's Workplace Health and Safety framework including policies, procedures and safe work systems.

Submitting your application:

Send your application to the HR Manager including:

- **VERY IMPORTANT: A Cover letter addressing the Essential Selection Criteria**
- Resume (or CV) including contact details of two referees

Applications that have NOT addressed the essential selection criteria will not be considered

By email: hr@iwaa.org.au

By Post: P. O. Box 412, Underwood, QLD, 4119