

## APS3 Planning Support Officer

Karlka Recruiting Group • North & North East Suburbs Adelaide SA



Base pay  
\$36 - \$36 / hr



Work type  
Full Time



Contract type  
Permanent

### Job details



Date posted  
**31 May 2021**



Expired On  
**28 Jun 2021**



Category  
**Government, Emergency & Defence**



Occupation  
**Federal Government**



Base pay  
**\$36 - \$36 /hr**



Contract type  
**Permanent**



Work type  
**Full Time**



Job mode  
**Standard/Business hours**



Work Authorisation  
**AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

### Full job description

- Contract until 31/12/2021
- Federal Government Agency
- Elizabeth Location

#### About the company

Karlka Recruiting Group has partnered with a **Federal Government Agency** to engage an **APS3 Planning Support Officer**. This position is located in their busy Elizabeth office for an initial **contract until 31/12/2021**.

#### About the Position

The APS3 Planning Support Officer will undertake procedural, clerical, administrative support and operational tasks including some basic research and analysis activities.

#### Duties

- Providing counter/reception support including participant enquiries in the self-help kiosks
- Managing the team shared email inbox, appointments and telephone enquiries
- Coordinating appointments with the use of office facilities and ensuring facilities are accessible for participants
- Undertaking research and investigation activities and preparing associated reports and correspondence
- Interrogating the Business system to identify appropriate actions
- Supporting planning teams by actioning planning tasks
- Undertaking a range of data entry activities
- Receiving and recording complaints and feedback

#### Requirements/Skills

- Positive contemporary attitudes to people with disability
- Competency with IT systems

- Relevant qualifications and/or experience in reception, administration or business administration

**How to Apply**

Apply now to be considered for submission to our client by **07/06/2021**

Consultant: **Tiahna**

Email for questions: **recruitment@karlkarecruiting.com.au**

**\*Please apply through this portal. Any applications through email may be missed.**

Only shortlisted candidates will be contacted for further discussion.

Applications received after the due date may be considered for similar roles.