

## Administration Officer

Hays Office Support • Ballarat VIC



Base pay  
\$30 - \$35 / hr



Work type  
Full Time



Contract type  
Permanent

### Perks

WORK FROM HOME

### Skills

CLERICAL

### Full job description

#### Your new company

This is your opportunity to work for a well known organisation located in the Ballarat GovHub. You will be working with a State Government department who provide support and relief to all Victorians. Be part of a collaborative organisation, working in a structured environment and supporting the delivery of effective and efficient customer services.

#### Your new role

In this role you will be responsible for providing administrative and corporate support

- Assist with receipting of applications for claims and the associated documentation in accordance with the relevant policies and procedures
- Determining whether all supporting documents have been received, where necessary following up on outstanding documents
- Accurately input, collate and store data
- Reaching and working towards key performance indicators.
- Undertake general administrative tasks as required
- Provide assistance to internal & external clients and customers
- Prepare basic letters and emails, in clear & concise language.

#### What you'll need to succeed

You will be able to demonstrate the following:

- Self-management skills including acknowledging own abilities and

### Job details



Date posted  
**08 Oct 2021**



Expiring date  
**08 Oct 2022**



Category  
**Admin & Office Support**



Occupation  
**Administration Assistants**



Base pay  
**\$30 - \$35 /hr**



Contract type  
**Permanent**



Work type  
**Full Time**



Job mode  
**Standard hours**



Work Authorisation  
**AUSTRALIAN CITIZEN / PERMANENT RESIDENT**

limitations, demonstrating accountability, prioritising and interpersonal understanding.

- Provide quality customer service
- Ability to follow and understand policies and procedures
- Strong attention to detail
- Ability to work cooperatively and professionally in a team environment
- Demonstrate effective verbal and written communication skills
- Be resilient
- Excellent time management with an ability to undertake repetitive tasks

#### **What you'll get in return**

This is an exciting opportunity to work in a hybrid role, providing you with the opportunity to work from home and to work in the new state of the art GovHub building. This is a full time position, initially for 6 months, commencing at the end of October.

#### **What you need to do now**

If you're interested in this role, click 'apply now' to forward an up-to-date copy of your CV to Lucy Brennan on [lucy.brennan@hays.com.au](mailto:lucy.brennan@hays.com.au).

If this job isn't quite right for you but you are looking for a new position, please contact us for a confidential discussion on your career.

**LHS 297508 #2563923**