



BUSINESS SERVICES
EXPRESSION OF INTEREST (EOI)

BUSINESS SERVICES
ADMINISTRATION/IT OFFICER

Expressions of interest from appropriately qualified and experienced Administration/IT personnel are invited for the position of:

BUSINESS SERVICES ADMINISTRATION/IT OFFICER
Level 4 ONGOING FULL-TIME

This exciting position, supervised by the Team Leader Administration, is multi-faceted. It provides a cross organisation 'IT helpdesk' function (in collaboration with the IT Manager); supports the Manager Administration in the delivery and management of communication systems, undertakes small projects and works within the reception team providing seamless customer service to staff, clients and others who engage with the Agency

The position is based in Wodonga but from time to time will be required to travel to all sites across Wodonga, Wangaratta and Albury.

The successful candidate will have many attributes (see attached PD) but in particular will bring appropriate qualifications and relevant experience in IT and Administration and the demonstrated ability to work successfully in a systematic and organized way as part of a team

The Administration/IT Officer Position Description is provided as an attachment to this EOI.

Applicants are requested to send their CV, brief responses to the key selection criteria and a covering letter to the Manager Administration Karen Randall by Monday 14th September 2020. Further enquiries about this role can be made directly to Karen Randall on 0437 958 201 or krandall@umfc.com.au