

Position Details	
Position Title	Administration Officer (RJED) Airport
Employment Type	Fixed-Term Contract until 30/06/2028
Location	Airport, Horn Island
Classification Level	QLGIA (stream A) – Division 2, Section 1, Level 1.1
Industrial Instruments	Torres Shire Council Certified Agreement 2022
Position Summary	Administration Officer Base Rate: \$62,425.48 Eligible allowances: Any which may apply Superannuation: 12% of ordinary hours. Location: Thursday Island Close Date: Open until filled
How to apply	To provide routine administrative and customer service support to the Manager and Assistant Manager Airport, Horn Island. For a full listing of the Key Duties and Responsibilities and full selection Criteria please download a copy of the position description. For a complete list of key duties, responsibilities, and selection criteria, please download the position description for this role from Council's website. To be eligible to apply for a position at Torres Shire Council, you must fulfil one of the following criteria: • Be a permanent resident of Australia • Be an Australian citizen • Have an entitlement to work visa Note: Torres Shire Council encourages applications from Aboriginal and Torres Strait Islander people. Address your application to the Human Resources Officer and email to employment@torres.qld.gov.au. Please ensure your application includes the following: • A copy of your résumé • A cover letter addressing the key selection criteria
Selection Criteria	Please address the following selection criteria in your application. 1. Experience or willingness to perform administrative or clerical duties in an office environment. 2. Ability to follow established procedures and work with general supervision. 3. Sound written and verbal communication skills. 4. Good organisational and time management skills. 5. Basic to intermediate skills in Microsoft Office and office systems. 6. Commitment to providing high-quality customer service in a community-focused environment.

Pre-Employment Assessment	As part of the selection process, applicants may be required to undertake some or all of the following pre-employment assessments / checks: • Pre-employment medical, which will include a functional capacity assessment and drug and alcohol test. • National police / criminal history check • Numeracy and Literacy Assessment • Computer Skills Assessment • Qualification / Licence Verification • Right to Work in Australia Check
Contact Person	Torres Shire Council Human Resource Officer
Contact Number	0428 521 168
Contact Email	employment@torres.qld.gov.au
Closing Date	Open ended