



EXPRESSION OF INTEREST

AO3 Front Office Administration Officer

36.25 hours per week

About the opportunity

Western Cape College is currently seeking applications from highly motivated persons to join our College Services team. This office administration position is located at the Weipa Campus for the remainder of the 2024 school year, with the possibility of an extension. If you have prior experience in reception, high-level administration, are service oriented and a great team player then you are just the right fit for us.

Western Cape College is willing to negotiate a flexible work arrangement with the successful applicant. As this position is school based, the applicant will be required to work predominantly during school hours. It is expected that the number of hours each week will be consistent, however additional work hours may be required as work demands require.

About the Role

All Western Cape College Administration Officers (regardless of classification) are required to contribute to the effective and efficient administrative management of the College, with a strong commitment to maintaining confidentiality in all administrative tasks. This particular position will report to the College Business Manager, and will be located in the main administration office on the Secondary campus.

As the administration officer, you will serve as the primary point of contact for parents, visitors, students' and staff demonstrating exceptional administrative skills marked by precision and accuracy.

You will have responsibility for (but not limited to) the following: -

- Contribute to the day-to-day operations of the Weipa Secondary Administration Office including student attendance on and off campus, first aid and support to staff and other visitors.
- Administer College vehicle fleet, ensuring efficient coordination and maintenance of school vehicles to support various activities and events.
- Provide administration support to other areas of the college including tuckshop, employee housing and facilities.
- Manage the college online software and systems for visitors, parents and students.
- Perform various finance duties including; receipting payments, reconciliation of petty cash and daily banking and purchasing as required.
- Manage and monitor First Aid requirements and supplies including regular audit and inventory control for Weipa Secondary Campus.
- Interpreting and apply departmental and College policies, guidelines, electronic systems and databases ensuring requirements are met.

Suitability Assessment Criteria:

Aside from being a highly organised team player, this position requires a candidate who can demonstrate: -

- High level attention to detail including accurate data entry & confidentiality
- Good time management skills, and the ability multitask in a fast-paced environment
- Excellent telephone manner and strong written communication skills
- Ability to work proactively with minimal supervision, and under pressure
- An ability to build positive relationships and liaise with all levels within the organisation.
- A positive and professional work ethic

How to apply:

Applicants are required to submit a current CV, contact details for two referees (one of whom should be your current supervisor) and a maximum two-page written response outlining your suitability for the role referring Suitability Assessment Criteria outlined within the context of the role described above.

When working in regulated employment and employee must have a current Working with Children Clearance (blue card) issued by Blue Card Services. To apply for a blue card please go to <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply>.

The successful applicant must also pass a Criminal History Check. A non-smoking policy is effective in Queensland Government buildings and office.

Enquiries regarding this position should be directed via email to Jess Villari, jvill51@eq.edu.au.

Applications close 12.00pm Wednesday 22 May 2024 and should be submitted by email only to:

Email: payroll@westerncapecollege.eq.edu.au