

# Position Vacant – Administration Officer

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## Human Solutions Pty Ltd

Human Solutions is seeking an Administration Officer for a full time position. The position is ideal for people wishing to enter the IT Industry in Tasmania.

### Position Description

The Administration Officer will be responsible for the day-to-day maintenance and support of projects at Human Solutions' as well as general office administration tasks. Duties will include:

- Answering help desk and general telephone enquiries
- Managing incoming email help desk enquiries
- Making followup phone calls to check currency of information
- Researching and checking information online
- Accurately updating a number of databases across several projects
- General office administration and organisation

The Administration Officer may be required to perform other duties, as necessary.

### Selection Criteria

Applicants must demonstrate the following skills:

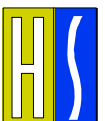
- High level of personal and written communication skills, in particular, a professional telephone manner.
- Proven ability to manage a broad range of activities and respond to specific issues within a short period of time.
- Proven ability to work in a team environment and on an individual basis.
- A good working knowledge of computers.
- The ability to adapt and learn new systems quickly.

### Employment Conditions

Human Solutions is located at 56 Burnett Street, North Hobart.

The person filling the Administration Officer Position will be employed under the Notional Agreement previously a State Award (NAPSA) (Clerical & Administrative Employees (Private Sector) Award).

Leave and other entitlements will be in accordance with the NAPSA and workplace agreements. Starting salary will be negotiated depending on experience, qualifications and skills.



## Travel

The Administration Officer may be required to travel interstate or overseas for periods of up to two weeks. The total travel time in any one-year is not expected to exceed 6 weeks.

## Contact Us

This position is an excellent opportunity for someone who would like to work in an innovative Tasmanian IT company. There is the potential for the position to evolve into a managerial role over time.

Your application **MUST** address the criteria for the position.

If you would like to apply for the Administration Officer position, please email an application addressing the selection criteria and your resume to the Content Manager - Tania Mayne at [jobs2009@hs.com.au](mailto:jobs2009@hs.com.au) before COB on **Friday 18 September**.

If you would like to discuss the position further, do not hesitate to contact Tania on 03 6211 3234 or email [jobs2009@hs.com.au](mailto:jobs2009@hs.com.au).

