Administration Officer, Queensland Police Service

Apply Now

Company: Queensland Police Service

Location: Mount Isa

Category: business-and-financial-operations

12 Month Continuous Applicant Pool

Additional Information: Submission of this EOI is not a guarantee that you will be offered employment with Queensland Police Service. By submitting an EOI, you will not automatically be considered for advertised vacancies. If you wish to be considered for a specific advertised vacancy, please ensure you complete the application form and submit your application for the relevant vacancy via the job search website and follow the process outlined for that vacancy.

The EOI process is just one avenue of seeking employment with the QPS. You also have the option to apply for advertised vacancies within QPS. Please be advised that if you are successful in progressing for a role in the Queensland Police Service, you will be required to undergo an Employment Screening Check, please read the information in the Applicant Kit.

The core capability requirements for this role are:

• Attend to telephone enquiries and assist with front counter duties including liaising with and assisting members of the public providing information on Service initiatives and activities.

• Provide high-level administrative support and assistance to the work unit.

• Utilise database and information systems to update, validate and analyse computer generated reports.

• Develop and maintain effective and confidential communication with individuals, government departments, and other police jurisdictions in relation to requests for information and/or accuracy of data.

• Input and retrieve data from a variety of computer systems.

• Undertake the recording, indexing and archiving of correspondence using spreadsheets and databases.

• Liaise and foster relationships with relevant internal and external stakeholders and clients.

• General administration duties including, correspondence, data management, financial reporting, diary, and email management, organise and co-ordinate meetings and room bookings.

• Provide administrative support in relation to accounts payable, ordering goods and services, banking, corporate card administration and travel management.

• HR/payroll support, processing, co-ordination and recordkeeping of correspondence and data management for the work unit.

• Contribute to the ongoing development and modification of office procedures and systems.

• Maintain and manage stores and equipment.

• Contribute to an effective team environment

• Maintain high standard of discretion and confidentiality.

Applications to remain current for 12 months.

Further information

We are committed to building inclusive cultures in the Queensland public sector that respect and promotehuman rights (https://www.forgov.qld.gov.au/humanrights) and diversity (https://www.forgov.qld.gov.au/inclusion-and-diversity-commitment).

Please ensure you download all attachments and follow the instructions on how to apply.

Multiple Full-Time and Part-Time positions available.

Documents

Before applying for this vacancy please ensure you read the documents below.

557223 24 - AO3 Applicant Kit QPS (Word, 207KB) (

https://smartjobs.qld.gov.au/jobtools/b_fileupload.proc_download?

in_file_id=35839352&in_servicecode=CUSTOMSEARCH&in_organid=14904&in_sessionid=08

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