

APS4 Business Support Officer

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Company: McArthur

Location: Australia

Category: business-and-financial-operations

Federal Gov

Brisbane CBD

\$ per hour plus super | 6 months plus

Our Federal Government client is looking for an APS4 Business Support Officer to join the team on a temporary basis. Based in Brisbane's CBD and starting towards mid to late August, the role will be running for 6 months initially with possible extension, working .5 hours per week. Once established in the role, there will be the opportunity to negotiate flexible work arrangements. The hourly pay rate will be \$ plus super.

This role would suit an experienced Administrator with background working within the public sector or large organisations. The role will involve the following responsibilities:

- Providing generalist admin support to the team
- Records management and preparing correspondence
- Travel arrangements and coordinating meetings
- Some Desktop Publishing
- Other admin tasks as required

To be successful in this role, you will be able to demonstrate the following:

Strong experience in a similar role
Excellent attention to detail
Ability to manage competing demands and meet deadlines
Excellent communication skills to handle phone and email enquiries
Ability to pick up new systems and processes easily
Strong skills in the Microsoft Office suite
Track record of reliability and attendance

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