

## Band Admin

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Company: Hays Plc

Location: Hobart

Category: other-general

Your new company My client is a vital component of the Tasmania State Service, dedicated to nurturing the growth and well-being of children, young people, and their families. Our work spans across educational settings, child safety services, and youth justice. As a Temporary Administrative Officer, you will contribute to our mission by ensuring efficient processes and effective communication.

Your new role The successful candidate will play a pivotal role in supporting our team. This position involves processing Working with Vulnerable People (WWVP) applications, managing data, and maintaining accurate records. Your superior communication skills and attention to detail will be essential.

Key Responsibilities:

WWVP Applications:

Process WWVP applications promptly and accurately. Verify documentation and compliance with relevant guidelines. Liaise with applicants, ensuring a smooth application process. Data

Management and Entry:

Maintain meticulous records of WWVP applications and outcomes. Input data into our systems with precision. Generate reports as needed for internal and external stakeholders.

Stakeholder Engagement:

Communicate professionally with clients, external agencies, and internal teams. Address inquiries related to WWVP processes. Collaborate effectively to streamline workflows.

Administrative Support:

Provide reception services when required. Assist with general administrative tasks, including

filing, correspondence, and scheduling. Uphold confidentiality and data security protocols.

What you'll need to succeed Experience:

Previous administrative experience, particularly in data management and client liaison.

Communication:

Excellent verbal and written communication skills. Attention to Detail:

A keen eye for accuracy and completeness. WWVP Certification:

The successful candidate must hold a valid Working with Vulnerable People registration.

What you'll get in return You will receive an attractive hourly rate and the opportunity to work semi-autonomously in a small team conducting vital work in the education space.

What you need to do now If this opportunity is of interest to you, please apply now, or contact Peter Sereno at Hays on or email

LHS 297508 #2856490 - Peter Sereno

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