

## **Administration Officer/Personal Assistant**

The Deane's Transit Group (DTG) requires a responsible and motivated self-starter to join its busy Administration team based in Queanbeyan, NSW. This role is ideal for an individual who is willing to learn and grow with a progressive organisation, and is looking to broaden his/her own set of occupational and interpersonal skills.

Duties of this multi-faceted role include:

- Administration duties;
- Project research;
- Co-ordinating DTG's Quality Assurance program; and
- Personal Assistant duties.

To be successful in this role, applicants should possess:

- strong research and analytical skills;
- a high level of attention to detail and time management ability;
- a mature outlook in life and a pleasant personality;
- an ability to communicate and draft correspondence clearly;
- an ability to work to deadlines;
- be reliable and accountable;
- be focused and goal-oriented;
- require little or no on-going supervision after training has been provided; and
- work well as part of a team.

Requirements for this role include:

- Minimum Year 12 qualifications or relevant occupational experience;
- Ability to travel at short notice (usually 24 hours notice);
- Must possess reliable transport and valid Australian Driver Licence;
- Proof of Australian citizenship or eligibility to work in Australia;
- Familiarity with Microsoft suite of applications; and
- Ability to be on call after business hours and on weekends (if required).  
On-call hours are 5pm to midnight (weekdays) and 9am to 10pm (weekends).

To apply for this challenging role, applicants must:

- Submit a coverletter;
- Submit a current resume; and
- Address the Selection Criteria.

Remuneration is market-competitive and is based on experience and what an applicant can contribute to the team.

Applications can be emailed to [infocapitalregion@deanestransitgroup.com.au](mailto:infocapitalregion@deanestransitgroup.com.au) or posted to The Deane's Transit Group, P.O. Box 6066, Queanbeyan, NSW 6066.

Enquiries about this role may be emailed to [jeremyw@deanestransitgroup.com.au](mailto:jeremyw@deanestransitgroup.com.au).

## **Selection Criteria**

Administration Officer/Personal Assistant

Please address the Selection Criteria below and include your responses in your application:

1. Well-developed communication skills (written and oral) including an ability to communicate with clients/stakeholders of varying communication abilities and with customers from diverse backgrounds.
2. Strong ability to prioritise competing demands and time management skills.
3. Demonstrated research and analytical skills.
4. Demonstrated attention to detail and ability to work with deadlines.
5. Ability to work as part of a team and individually with minimal supervision.
6. Availability to travel at short notice and be on-call if required.