



# CHERBOURG ABORIGINAL SHIRE COUNCIL

22 BARAMBAH AVENUE  
CHERBOURG QLD 4605

Phone: (07) 4168 1866  
Fax: (07) 4168 2727

Position Authorisation Form			
<b>Job Title:</b>	Trainee Administration Officer	<b>Department/Group:</b>	Corporate Services
<b>Level/Salary Range:</b>	Stream A Level 1.1	<b>Position Type:</b>	Full-time
<b>HR Contact:</b>	Hanny Rooyackers	<b>Other:</b>	
<b>Advertising:</b>	Website	<b>Date posted:</b>	22April 2024
<b>Applications Accepted By:</b>			
<b>E-mail:</b> <a href="mailto:hr@cherbourg.qld.gov.au">hr@cherbourg.qld.gov.au</a>  Subject Line: <b>Attention:</b> HR Advisor RE: Trainee Administration Officer		<b>Mail:</b> HR Advisor Cherbourg Aboriginal Shire Council 22 Barambah Ave Cherbourg QLD 4605	
<b>Job Description – Specific Activities</b>			
<ul style="list-style-type: none"> <li>➤ Undertake administration duties such as post office duties, word processing, recording/ making calls, filing, faxing and photocopying;</li> <li>➤ Ensure all administration procedures are adhered to and maintain confidentiality at all times;</li> <li>➤ Represent Council by welcoming customers, clients and other visitors, determining their needs and ensuring that these are met in an efficient and friendly manner;</li> <li>➤ Promptly attend to incoming telephone calls including welcoming callers, determining the purpose of their call, forwarding their calls to appropriate staff members and following up as appropriate;</li> <li>➤ Accurately record messages when necessary for staff members who are unavailable to take telephone calls and ensuring their timely and effective distribution;</li> <li>➤ Keep up to date all study required to achieve a Certificate III in Business.</li> </ul>			
<b>Approved By:</b> (name & signature)	Sam Murray	<b>Date</b>	22 April 2024
<b>Approved By: CEO</b>	Zala Chatur	<b>Date</b>	22 April 2024