



WE'RE HIRING

Administrative Support Officer

Expressions of Interest

Regional Development Australia Far North is offering the opportunity to a highly motivated person with an enthusiasm for the Far North region to join our team.

We are offering a one year part-time (minimum of 22.8hrs per week) contract position, which will be based out of our office in Port Augusta. The position outcomes statement is available via our website <https://rdafn.com.au/about/vacancies/>

We are keen to hear from people who have a proven ability in:

- ✓ Excellent administration, communication, reporting and organisational skills.
- ✓ Experience in the provision of administrative, finance accounting software, committee, and event support
- ✓ Outstanding interpersonal skills and ability to communicate effectively
- ✓ Passion for the Far North region and supporting regional development.
- ✓ Proven ability to work effectively within a team environment.
- ✓ Excellent computer skills with a variety of experience across word processing, marketing, meeting and event software.
- ✓ Ability to utilise a range of communications materials for different audiences, including social media.

If you believe you are the person for us, we want to hear from you!

To express your interest, apply with a cover letter detailing your experience in the abilities required to om@rdafn.com.au no later than 5pm, Tuesday 19th November 2024.

All enquiries to Shari Dodd, Office Manager on 08 8641 1444.