

Position Vacant

Title: Business Support Officer
Tenure: Full Time
Salary: \$55,000 - \$65,000 per annum plus superannuation (current legislative rate)
Location: Mackay
Reports to: Coordinator – Finance & Administration

Business Support Officer – Reef Catchments Limited

About Reef Catchments Limited

Reef Catchments is the Natural Resource Management (NRM) organisation for the Mackay-Whitsunday-Isaac region with offices situated in Mackay and Proserpine. We facilitate change and work for long-term solutions to sustain, protect, and improve our region's natural resources and environment, both now and into the future.

More information about Reef Catchments and its activities is available at www.reefcatchments.com.au

To achieve our vision, we need amazing people like you on our team.

About the position

We are seeking a friendly, approachable, and efficient business support officer to join our Corporate Shared Services team in a varied role that supports the effective delivery of administration functions.

The position will be responsible for the following activities:

- Administration and reception duties.
- Preparation and distribution of agenda for monthly staff meetings and minute taker when required.
- Maintain office supplies and coordinate deliveries.
- Provide support to the Chief Executive Officer.
- Assist the team with data entry when required.
- Organise travel, meeting bookings and catering.
- Event support.
- Coordinate vehicle fleet including maintenance of vehicles and assist with bookings and data collection.
- Other administrative duties as required.

About you

- Experience in a relevant field such as administration or reception.
- Competent in Microsoft Suite programs (Outlook, Word, Excel, Teams, SharePoint).
- Demonstrated experience in collecting data and maintaining management systems / registers.
- Ability to multitask with high attention to detail.
- Strong time management and organisational skills..
- Outstanding interpersonal and communication skills.
- Display initiative with the ability to work independently and as part of a team.
- Current Driver's Licence.
- Personal assistant (PA) experience (desirable but not essential).
- Experience with accounts (desirable but not essential).

Benefits of working with us

1. Flexible working arrangements for work-life balance
2. Professional development opportunities
3. Career progression and succession planning
4. 5 weeks annual leave
5. Salary packaging

To learn more about the benefits of working for Reef Catchments, please visit the website:

<https://reefcatchments.com.au/careers/>

Our Values

Reef Catchments believes a positive work culture matters and we have created a harmonious workplace culture by putting into practice our core Organisational values daily.

Our 5 core values are:

- Purposeful
- Connected
- Respect
- Evolve
- Accountable

To learn more about our vision and values please visit the website: <https://reefcatchments.com.au/vision-values/>

How to apply

1. Provide a cover letter outlining your suitability for the position.
2. Attach your current resume.

The selection panel will assess your ability to perform the work required of the position based on your response and resume and other selection processes which may include an interview.

Referees will be contacted upon successful interview.

Further information can be obtained by contacting:

Human Resources

Phone: (07) 4968 4200 or email: hr@reefcatchments.com



Please submit your application via the link or forward to hr@reefcatchments.com by close of business Monday 22nd April 2024.