

## Project Administrator

### Selection Criteria

To be successful in this position it is critical that you demonstrate sound ability, skills and knowledge in the following areas:

1. Demonstrated experience in a similar project administrative or complex administrative position;
2. Demonstrated ability to operate a number of computer/information systems including Microsoft
3. Word, Excel & Email (experience using accounting software e.g. MYOB, would be advantageous);
4. Proven ability to prioritise workloads utilising time management principles in order to meet deadlines;
5. Competent data entry and clerical skills to a high standard of quality and efficiency;
6. Well developed written and interpersonal communication skills, including the ability to work in a team environment and to interact effectively with internal and external clients.