

Essential & Desirable Criteria
Operations Support Officer - Gundagai
Closing – Friday 17 July 2026 @ 5.00 pm

Please adequately address the essential criteria contained below. Failure to do so may result in your application not being considered.

Should you find the writing space insufficient, you're welcome to add additional paper to address the criteria.

Name: _____ Contact No. _____

Address: _____

Email address: _____

Essential Criteria

1. Tertiary qualifications in Business Administration at Certificate III level or above or equivalent.

2. 2 – 4 years' experience in a similar role.

3. Demonstrated experience in a customer service/executive assistant role ideally gained within a multitasking environment.

4. Demonstrated high level proficiency in the use and application of the Microsoft suite of products (in particular, Word, Excel & Outlook).

5. Demonstrated high level data entry and numeric skills.

6. Demonstrated high level report/grant writing skills.

7. Demonstrated high level organizational skills.

8. Demonstrated experience in customer service, cash handling, with highly developed interpersonal, communication and conflict resolution skills.

9. Current NSW Class C Driver's License.

10. Working knowledge of roles and responsibilities under the WHS Act 2011.

Desirable Criteria

1. Tertiary qualifications in Business Administration at Certificate IV level or above or equivalent.

2. Previous Local Government experience.

3. Experience in the use of computerised records systems.

4. First Aid Certificate.
