

## **Administration Officer**

- **Located in the APTC Coordination Office – Namaka, Nadi , Fiji**
- **Long-Term contract to June 2011**

The Australia-Pacific Technical College (APTC) is working in partnership with industry and regional governments to produce work-ready Pacific Island graduates to Australian vocational standards. The APTC Coordination Office is managed by Sinclair Knight Merz Pty Ltd (SKM) on behalf of AusAID.

SKM has an immediate vacancy for an experienced Administration Officer who will provide core administration functions including administrative support for the APTC Marketing and Communication Work Team; front line reception and enquires, assistance with management and quality of web content; inventory control of marketing materials and office stationary; bank and postal operations and vehicle maintenance.

The successful applicant will have a Degree or Diploma in Business Administration and/or equivalent work experience, proven track record of providing effective general office administration in a modern office environment, possess strong people skills backed by a history of delivering on commitments, and possess a high command of the English language, both written and verbal.

APTC is an equal opportunity employer and encourages applications from suitably qualified women and men.

A copy of the position description and details on how to apply can be obtained at [www.aptc.edu.au](http://www.aptc.edu.au) , by emailing [kesaia.paulo@aptc.edu.au](mailto:kesaia.paulo@aptc.edu.au) or by calling (679) 6728777 ext 209 or 9994065.

Closing date for applications: COB 12 February 2010