



Administrative Assistant
Part time position – Port Adelaide

The AMWU is a trade union which represents the industrial, professional, and legal interest of manufacturing workers in South Australia.

The SA Branch is seeking to employ an administrative assistant on part time hours (3 days a week) in our State Branch at Port Adelaide.

To be successful in this role, the application should be proficient in a Windows environment and be able to demonstrate accurate typing, secretarial and data entry skills.

The successful applicant will be an essential part of the admin team working directly with Officials in the State Branch and must be able to demonstrate a commitment to the principles of trade unionism and social justice.

The candidate should possess excellent verbal and written communication skills and demonstrate a willingness to learn.

The position reports to the SA State Secretary but works closely with other team members in the Adelaide and Whyalla office providing administrative support. Further detail about the position including job description and selection criteria is available on the union website at; http://www.amwu.org.au/employment_opportunities_at_amwu_sa

Applications in writing, attached with your resume can be emailed to janelle.hooper@amwu.org.au or received in the office by 4pm Friday 23 October 2020.

Peter Bauer
AMWU State Secretary
53-61 Dale Street, Port Adelaide 5015
The AMWU is an Equal Opportunity Employer