



Industrial Secretarial Role

About the QNU

The Queensland Nurses' Union (QNU) is the industrial and professional organisation for nurses and midwives working in public and private health and aged care in Queensland. The QNU seeks to promote and defend the industrial, professional, social, political and democratic interests of over 50,000 members. We have over 150 employees including organisers, professionals and administrative personnel, and manage a multi-million dollar operating budget.

About the Role

We are seeking an experienced administrative professional to join our Industrial team on a permanent, full-time basis. Reporting to the Industrial Officer Team Leader, and working very closely with the Advanced Industrial Secretary, you will be an integral part of the team, providing quality administrative and secretarial support to our Industrial Officers, working to ensure the team functions efficiently and effectively.

Key responsibilities include:

- Deliver quality administrative and general secretarial support;
- Perform accurate word processing and data entry;
- Maintain accurate files through the records management system; and
- Contribute to the planning, group performance and financial management of the team.

About You

Working as part of a busy team, you will possess a professional demeanour with a strong work ethic and the demonstrated ability to work under pressure and to meet deadlines. Consistently displaying a collaborative and team-focused approach to your work, you will have the demonstrated ability to handle sensitive information and maintain confidentiality at all times.

To be successful in this role you will possess:

- Experience in a similar office-based role, essential;
- Relevant training or qualifications in business / office support desirable;
- Intermediate skills in the Microsoft Office Suite;
- Prior experience using RecFind or similar records management system an advantage;
- A demonstrated commitment to unionism;
- A mature, proactive and professional approach to work;
- Demonstrated ability to establish priorities and use initiative;
- Well-developed written and verbal communication skills; and
- High levels of organisational, time management and problem solving skills.

How to Apply

Please submit your resume and cover letter outlining why you are the right person for this role, to Peri Sims, Human Resources Officer at HR@qnu.org.au. Applications close midday, Tuesday, 6 September 2016.

To request a copy of the position description, or to obtain further information about this position, please send an email to HR@qnu.org.au

For further information about the QNU, head to our website www.qnu.org.au