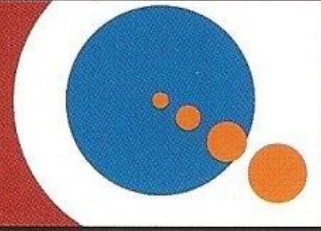


Port Augusta BUSINESS CENTRE



WE'RE HIRING

Expressions of Interest

Business Support Officer (0.4)

Port Augusta Business Centre is offering the opportunity to a highly motivated person to undertake the daily management and operations of the Port Augusta Business Centre and provide administration support to the Business Port Augusta Executive.

We require a proven ability in:

- ✓ Excellent administration, communication, and organisational skills
- ✓ Broad understanding of Business and Industry across Port Augusta and the ability to communicate effectively with these
- ✓ Proven ability to build partnerships and work effectively with a range of stakeholders
- ✓ Business acumen, skills and experience and the ability to manage financial resources
- ✓ Sound knowledge of good governance procedures that relate to volunteer boards including meeting procedures
- ✓ Ability to utilise a range of communications materials for different audiences using different digital platforms
- ✓ Ability to work productively to achieve required outcomes with limited supervision.

If you believe you are the person for us, we want to hear from you!

To express your interest, apply with a cover letter detailing your experience in the abilities required to manager@pabc.com.au no later than Friday, January 29th, 2022.

Enquiries to Greg Williams, Business Development Manager 0400 746 259.