

Administration Assistant

- **Based in Kingaroy**
- **Full-time**
- **Not For Profit Organisation**
- **Attractive Salary Packaging option available**

The Alcohol and Drug Foundation - Queensland (ADFQ), is an established not-for-profit NGO, committed to reducing the individual and social harms associated with alcohol and drug use and promoting health enhancing behavioural change.

An exceptional opportunity now exists to join ADFQ's Community Services team in the full-time role of Administration Assistant – Community Services based in our Kingaroy office. This position will provide receptionist, telephonist and database management services for the state-wide Community Services team as well as providing administrative support to the Community Services Manager. The position requires a high standard of customer service in liaising with stakeholders.

A salary package will be negotiated with the successful applicant based on their qualifications and experience.

Please note: Applicants are requested to complete an application form, provide a resume, cover letter and a brief statement addressing the selection criteria outlined in the position description.

For a copy of the application form and position description please visit our website <http://www.adfq.org> or for further enquiries about the role please contact the Community Services Manager, James Curtain on 0419 796 904.

Please send applications to:

Contact: Erin Atkinson
Phone: 07 3834 0206
Postal Applications: ADFQ
PO Box 332
Spring Hill Qld 4004
Email Applications: recruitment@adfq.org

Closing date for applications is COB Friday, 17 September 2010.

Suitable applicants may be considered for other similar positions arising during the six months following the completion of the recruitment and selection process.