



Administration Officer

Full time 12 month fixed contract (Bendigo)

RMCG is a thriving business and offers a friendly, supportive, flexible and fun work environment. We provide consulting services on a range of environmental and social issues, particularly within rural and regional Australia. We have specialist consultants in natural resource management, economics, social research, strategic planning, agribusiness, and community engagement and have offices in Bendigo, Melbourne, Torquay and Tasmania.

RMCG is looking for a highly capable admin officer to provide administrative and finance support across the business. You will need to have attention to detail, good communication skills and be self-motivated.

Completion of a diploma or higher qualification with relevant work experience would be advantageous.

Key selection criteria:

- Experience in providing high level administrative support
- Attention to detail
- Strong competency in Microsoft Office, particularly Excel
- High-level numeracy skills and ability to understand financial information
- Ability to work both autonomously and as part of a team.
- Ability to work to deadlines and multi-task.
- Friendly, positive and enthusiastic can do attitude.

Position description: <http://www.rmCG.com.au/employment>

Email your application to janetteg@rmCG.com.au

Applications close: 8th June 2018