* **2 x Temporary (fixed term) 6 month full-time roles**
* **Located in Orange**
* **Attractive salary from $64,973 + super**
* **Excellent opportunities for admin super stars to help make a difference to rural communities in NSW**

**What you will be doing**

As an Administration Officer with the [Rural Assistance Authority](https://www.raa.nsw.gov.au/), you will provide a range of administrative support functions to ensure efficient and effective operations and high-quality service to clients.

As a specialist administrator of government financial assistance programs including loans, rebates, grants and other ad hoc funding programs, the Rural Assistance Authority (RAA) plays an active role in contributing to farming and rural policies and provides advice to the Minister for Agriculture and Western NSW.

**About the Role**

In this role you will be required to:

* Review invoices provided by application to ensure they are eligible expenses aligned with the various Loan and Grant programs administered by the RAA
* Undertake routine administrative and office management tasks and support services including database and records management, including creating and compiling documents
* Utilise and maintain a range of administrative and payment systems and procedures to ensure effective payment processes
* Respond to enquiries and routine requests for information, and escalate and redirect issues as required, to ensure the provision of accurate information

To be successful in this role you will be an admin all-rounder who can work just as well in a team as independently. You will be able to manage high volumes of work in a fast-paced environment, reprioritising where necessary to ensure good customer service all while maintaining high levels of accuracy.

If this sounds like the perfect job for you, please apply online including a cover letter and current resume by 11.55pm Sunday 1st August 2021.

For the full role description, [please click here](https://files.jobs.nsw.gov.au/zyfg6p). For more information, please contact Adam Tomlinson at adam.tomlinson@dpi.nsw.gov.au.

**Why work for Department of Regional NSW (DRNSW)?**

**Exciting career pathways and opportunities**

We offer vibrant and exciting career paths for people from a wide range of backgrounds and skills. Once you join the NSW Government, you’ll be supported to develop your skills and expertise through ongoing training, and opportunities to move easily from role to role, and agency to agency across the entire NSW government.

**Wellbeing**

Providing a safe, supportive, ethical, diverse and inclusive workplace for our people is one of our priorities. We run a variety of programs and provide a range of supporting resources to ensure the wellbeing of all our people.

**Our people**

Join DRNSW and you’ll be joining a team of more than 4,000 passionate people spread across a diverse range of disciplines and functions including - public works, land services, fisheries, agriculture and biosecurity. If you’re motivated and passionate about making a difference to the people of regional NSW we invite you to become part of our story.

A recruitment pool may be created for ongoing and temporary roles of the same role or role type that may become available for filling over the next eighteen months.