

# Expression of Interest

## Administrative Officers Mount Isa Hospital

**\*\*Casual\*\***

Are you interested in working for Queensland Health during our response to COVID-19?

If you are experienced in administration with a good understanding of government processes, or you believe you have the drive and skills to help deliver quality services that are safe and responsive for Queenslanders, then express your interest today.

- Experience and knowledge of general office and reception duties
- Acute attention to detail, record handling, and confidentiality.
- Experience in, or the ability to rapidly acquire skills, in the application of internal hospital information systems and other computer programs including Microsoft Word and Excel.

### Your application

1. **A short statement (maximum 1 page)** on how your experience, abilities, knowledge and personal qualities would enable you to achieve the key accountabilities and meet the technical and behavioural capabilities of the role.
2. **Your current CV or resume, including referees.**
3. **Provide three (3) certified documents** from the following list, with at least one type of photographic identification.

Australian citizenship certificate	Health care card
Australian driver's licence	Medicare card
Australian student photo ID	Pension concession card
Birth certificate	Utility bill (e.g. water, gas, electricity)
Passport	Working with children check (Blue Card)

4. Only those persons eligible to work in Australia may be employed by NWHHS. Prospective employees are required to provide proof of identity and documentary evidence of their right to work in Australia

To apply visit [www.smartjobs.qld.gov.au](http://www.smartjobs.qld.gov.au) - [MI341827](https://www.smartjobs.qld.gov.au/jobs/MI341827)