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Position Description

## ADMINISTRATION OFFICER

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BUSINESS UNIT:	Infrastructure Development Group
REPORTS TO:	General Manager Construction
MANAGEMENT:	Direct reports: 0
LOCATION/S:	Sydney NSW
POSITION TYPE	Permanent full-time

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### About AARNet

Australia's Academic and Research Network (AARNet) was established in 1989 and is widely regarded as the founder of the Internet in Australia and renowned as the architect, builder and operator of world-class network infrastructure for research and education.

We are Australia's National Research and Education Network (NREN). We connect over one million users—researchers, faculty, staff and students—at institutions across Australia, supporting education and research across a diverse range disciplines including high energy physics, climate science, genomics, radio astronomy and the arts.

Nationally, AARNet interconnects Australian universities, the CSIRO, and other organisations who have a research and education mission, or with whom the education and research sector interacts. These include hospitals, vocational training providers, schools and museums. Internationally, AARNet interconnects the Australian Research and Education (R & E) community to the world – and continuously develops new capabilities and partnerships to facilitate seamless data access and transfer.

AARNet also offers a suite of supporting applications to our customers. These include network and collaboration services such as CloudStor and Zoom, that enable innovation in the delivery of research and education.

We are an organisation of innovators, doers, and courageous thinkers. We are not constrained by traditional products and solutions and we constantly strive to build the solutions that our customers will need tomorrow – today. If you have the imagination, foresight and drive to build the future why not come and join us?

## The Role

AARNet is seeking a Administration Officer to support its growing number of optical fibre construction projects. The role will provide administrative support to AARNets Infrastructure Development Group (IDG) and will require you to work closely with our Internal and External Stakeholders and customers. This role requires high attention to detail, good organisation and exceptional communication skills.

## Responsibilities

- Ordering and stock control
- Project administration task
  - Helping with documentation
  - Cost control
  - Records update
- Assist in the day to day administration and operational tasks
  - Organising internal meetings, Adgendas and Minutes
  - Proactively keeping all the office functions working effectively

## Expertise, experience & qualifications

- The ability to work unsupervised and represent AARNet in a professional manner
- Strong computer skills
- Word, Excel high level
- Drawing and CAD packages (desirable)

## Important skills

- Good attitude, flexibility with a willingness to learn
- Ability to work well in a team environment enhancing our company culture and values
- Strong written and verbal communication skills
- Ability to work independently and unsupervised

## Conditions of employment

AARNet is committed to diversity and providing equal opportunity to all. We're a great place to work if you want to make a difference. Remuneration will be based on skills and experience and will include an above market superannuation package.

You must be currently allowed to work in Australia to be considered for this role.

## How to apply

Applications, including a resume/CV and cover letter addressing the requirements of this role, should be sent by e-mail to [employment@aarnet.edu.au](mailto:employment@aarnet.edu.au). Closing date for applications: 16-August-2019