



Position Description

Data Entry / Administration

03 May 2021

Projectura is a specialist consulting studio that truly believes every person deserves to feel healthy, well, valued and to have strong community connections. We are trusted advisors to government, health and community-focused organisations, working together to achieve great outcomes for their communities.

We focus on improving public places, reducing social inequalities, giving everyone a voice, and planning for communities. We provide expertise in community engagement, community planning, social planning, placemaking, corporate strategy, business improvement, and project management.

Position purpose

We're seeking a casual *Data Entry / Administration* person to support internal teams to deliver client projects and contribute to the studio success.

You will work on a broad range of client projects related to community engagement, community planning, social planning, service review and design, corporate strategy, and business improvement.

Position details

Position title:	Data Entry / Administration
Based at:	44 Sanger Street, Corowa, NSW
Employment type:	Casual
Pay rate:	\$30.00 per hour
Reporting to:	Director
Applications due:	Monday 17 May 2021 at 6:00pm
Position contact:	Karina Bonnitche 0407 502 449

About the role

Projectura works on a broad range of projects that can vary from community engagement, strategy development, community planning and visioning, policy development, social planning, economic development and resilience, and business improvement.

This role will support the team to:

- Record community engagement research findings into templated reporting documentation.
- Format documents.
- File soft and hard copy documents.
- General office tasks as required.

What you bring to the team

Skills

Our team prides itself in being able to learn and adapt to meet the needs of our clients. Above all else adaptability and a learning mindset is what we require. To fill this brief, you will need:

- Digital. Excellent computer skills. Proficient Microsoft Office skills. Strong formatting skills and be adept at implementing them to ensure brand consistency. You must understand the importance of style guides and how to use templated documents to present information consistently by maintaining margins, headings and font styles, table formatting etcetera.
- Document drafting. You will be able to use the information collected from data analysis, research and engagement findings and clearly record it in project documentation.
- Confidentiality. Exercise solid discretion and maintain confidentiality of sensitive information.
- Organisation. Ability to stay focused on different tasks and use your time and capacity effectively and efficiently in order to achieve the desired outcome.
- Attention to detail. Your work will be thorough, accurate, well-considered, and well checked.

Qualities/Attributes

You are:

- Positive, proactive, energetic, and open-minded.
- Reliable and timely arriving at work and meetings, delivering work, and responding to people.
- Clean and neat, and able to support great internal operations.
- Curious and ask the right questions to advance work efficiently.
- A keen learner who is passionate about our work and developing themselves within a team.
- Detail oriented and solutions focused.
- A team player who focuses on advancing organisational goals.

Benefits working with Projectura

- Be part of a fun and sociable office culture.

Selection criteria

Essential

1. Excellent Microsoft Office skills (Microsoft Office suite - Outlook, Word, Excel, PowerPoint).
2. Data entry - speed and accuracy.

Desired

1. Previous data entry or office administration experience.

How to apply

If you'd like to be part of our team, please email the following to hello@projectura.com.au by 17 May 2021.

1. One page Cover Letter introducing yourself and why you are suited to this position addressing the selection criteria.
2. Two-page Resume.

If you have any questions or would like to discuss the position, call Karina Bonnitcha on 0407 502 449.