

## REQUIREMENTS DOCUMENTS

### Instructions to Applicants:

Please answer each of the following questions in your own words. Responses should be approximately 250 words per question, or no more than half a page for each. Where possible, provide examples to illustrate your experience. If these questions are not address as part of the process your application will not be considered further.

- 1. Describe your experience performing data entry and maintaining accurate records (electronic or manual), in particular knowledge of Objective system. Include the systems you have used and how you ensure accuracy and organisation**
- 2. Describe your experience supporting office operations, including maintaining equipment, stationery, supplies, or facilities**
- 3. Outline your experience providing administrative support, including tasks such as scheduling, meetings, reporting, and prioritising workloads**
- 4. Describe your experience using Microsoft Office (Word, Excel, Outlook, Teams). Include examples of how you have used these tools in your work.**
- 5. Describe a situation where you were assigned a task you didn't know how to complete and your manager was not available. What steps did you take to ensure the task was completed correctly and on time?**