



Administrative Assistant **Selection Criteria**

Dear Applicant,

Your responses to the below-listed questions will be used as part of the recruitment process for shortlisting applicants to progress to an interview. It is recommended that you address each criteria point and include enough information to demonstrate the skills, knowledge or qualification (provide a copy as evidence).

Essential Criteria

1. Have you completed a relevant qualification in Business Administration? Documented evidence is required to be supplied to support this element.
2. Have you obtained a Statement of Attainment in:
 - First Aid, Asthma Management, Anaphylaxis – ACECQA compliant
3. Outline your customer service and front-line reception experience working in an administration role within a childcare service.
4. Outline your involvement with and completing tasks within the Qikkids software program.
5. Outline your experience in operating a variety of software programs and applications.
6. Outline your previous experience in organisational skills, creative thinking and ability to maintain organisations processes.
7. Outline your experience and ability to prioritise and be flexible when managing workload independently.
8. Outline your previous experience in written and verbal communication skills within a child care environment.
9. Outline your experience in being a part of a productive team and maintaining teamwork.

Desirable Criteria

1. A Certificate 3 or Diploma in Children's Services. Documented evidence is required to be supplied to support this element.