

Data Administration Officer

- Full-time position
- Canberra office location
- Friendly and well supported working environment
- Salary packaging available
- ASAP start

About us

GP Synergy is a leading provider of general practice training funded by the Australian Government to deliver vocational training to doctors seeking to specialise as general practitioners across NSW and ACT from 1 January 2016.

We are committed to building a skilled general practice workforce by delivering a high quality education and training program that is responsive to regional population health needs.

Our organisation is underpinned by our values - respect, excellence and initiative.

The role

GP Synergy is seeking a committed and experienced Data Administration Officer who shares our values, to join our IM/IT team in our Canberra office.

Reporting to the Information Systems Manager, the Data Administration Officer works to support GP Synergy's training and education program by ensuring data in our database is of the highest quality.

The Data Administration Officer must have a high level of attention to detail, accuracy and thoroughness in work performed in order to carry out the following key functions of the role:

- perform administrative and data entry duties in support of GP Synergy's training and education program
- work with the Information Systems Manager to review, plan, implement, conduct and monitor processes to ensure data quality, accuracy, and accessibility
- work with staff to ensure an appropriate interface is maintained between the education and training program and other business processes.

The role calls for a high level of data entry, database and systems skills. Working alongside internal and external people, a professional attitude, good communication and customer service skills will be essential.

Selection criteria

To be considered for this opportunity, applicants must meet the following criteria:

- Demonstrated extensive database management and administration experience
- Qualifications or study relevant to the role
- Relevant and current experience in the education and/or training environment.

Very occasional travel including overnight travel may be required.

Further information

For further information and to obtain the Position Description, please visit our website <http://www.gpsynergy.com.au> About Us > Employment Opportunities or contact Alison Micovski, Human Resource Coordinator recruitment@gpsynergy.com.au

How to apply

Please email your covering letter addressing the criteria and requirements coherent to the Position Description together with your resume, making reference to the position and applicable office to Alison Micovski, Human Resource Coordinator on recruitment@gpsynergy.com.au

All applications will be treated in the strictest of confidence. Only shortlisted candidates will be contacted.

We do not accept canvassing or applications from recruitment companies.