



RE: Operations & Logistics Officer

How to Apply

Your application must be received by 11:59pm Sunday 16th February 2024. **Applications received after the closing date will not be accepted.**

Applications must be emailed to **dhiscox@une.edu.au**

Closing Date: 11:59pm Sunday 16th February 2024

Your application must include the following:

1. A minimum of a one-page cover letter outlining who you are, your strengths and qualifications, and why you are interested in the role with UNE Life;
2. A current resume containing details of 3 referees. At least one referee should have a thorough knowledge of your work over the past 2 years as your manager or supervisor.
3. Copies of current/valid qualifications required as detailed in the Position Description.

About the Application Process

After reviewing the applications, the selected candidates will be called for interviews. This process may take one to two weeks.

All applicants will be contacted when the hiring process is complete.

All queries relating to the position should be directed to Natalie Waters at **nataliew@une.edu.au** including if you have any questions regarding the application process.

Position Details

ITEM	DETAILS OF OFFER
Commencement date:	February 2025
Type of engagement:	Part Time or Full Time
Position offered:	Operations & Logistics Officer
Location of position:	University of New England, Armidale NSW
Reporting to:	Events, Food & Beverage Manager
Modern Award Coverage:	Award Free
Base salary:	\$60,000 to \$75,000 pa based on experience
Superannuation Guarantee rate:	11.5 %
Ordinary hours of work:	38 hours per week – Fulltime Pro-rata for Part-time Monday – Friday Occasional Weekends as required
Annual & personal leave:	Entitled to accrue for permanent staff. Annual Leave – 20 days Personal Leave – 10 days
Probationary period:	6 months
Notice period:	2 weeks preferred
Staff Benefits:	Attractive package available – including: <ul style="list-style-type: none"> - Discounts at UNE Life food and beverage outlets - Discounts at Hair and Beauty outlet - Gym membership at SportUNE - Professional development and training - Employee Assistance Program