



Australian Catholic Bishops Conference

Australian Catholic Migrant and Refugee Office



Position Vacant

Labour Agreement Support Officer (full-time)

5 July 2018

Do you have a keen eye for detail? Would you like to work in an ethical environment where you can grow your skills?

The Australian Catholic Bishops Conference is seeking a motivated and enthusiastic person to join the Australian Catholic Migrant and Refugee Office as a Labour Agreement Support Officer. This is a full-time position based in Canberra.

As a Labour Agreement Support Officer, you will be responsible for:

- Providing technical and administrative assistance in assessing and preparing nomination and visa applications
- Assist the manager in answering enquiries relating to the assessing and preparing of nominations and visa applications
- Liaise with stakeholders to follow up on progress of nomination and visa applications
- Assist with monitoring of visa holders to ensure Labour Agreement conditions are met
- Assist in other administrative functions of the Australian Catholic Migrant and Refugee Office

You will have proven experience in a broad range of office duties with strong experience in working in a small team without close supervision and demonstrated experience in Microsoft Windows operating environment and the Microsoft Office applications software. You must have an appreciation of the need to adhere to privacy principles in handling sensitive information.

You can download a full Position Description here [Labour Agreement Support Officer](#)

To be considered for this role, applications should address the Knowledge, Skills and Experience as listed in the position description. Previous applicants need not apply.

Enquiries Ms Jane Bashiruddin – 0447 238 432 or oadvisor@catholic.org.au

Applications including three referees to be submitted via email to Jane Bashiruddin oadvisor@catholic.org.au

Applications close on Monday 30 July 2018, 5pm

<https://www.employmentrelations.catholic.org.au/>