



State Office: Penitentiary Chapel Historic Site  
6 Brisbane Street  
HOBART TASMANIA 7000

### **OFFICE MANAGER – GUIDE FOR APPLICANTS**

Thank you for your interest in applying for the role of Office Manager with the National Trust of Australia (Tasmania), based in Hobart at the Penitentiary Chapel Historic Site.

We have had a lot of interest in this role.

We will be recruiting this role per public service positions. You will need to complete a written application. Applicants to progress to the next level will be selected (shortlisted) based on the written application. We will then conduct interviews to select the successful candidate for the position.

Your written application should include:

- A Resumé listing relevant work experience and the names of at least two referees who can provide a reference for you from a professional (workplace performance) perspective
- A written application of no more than three pages addressing the following questions:
  - o Please outline your business administrative experience in arts, tourism, hospitality or retail environments.
  - o Please outline what you would bring to the Trust in terms of your customer service focus with excellent problem-solving skills.
  - o Please outline your organizational skills and ability to work independently in a high-volume customer service environment.
  - o Outline your skills as a 'digital native' with excellent database and social media skills.
  - o Please confirm that you have a current driver's license.
  - o Evidence of your COVID vaccination status is welcome.
  - o You are welcome to refer to your Resumé if this helps keep your application within the three pages limit. Your application will provide an insight into your written communication skills.

Applications will close on Monday 22 August. We anticipate interviewing later that week.

For the Role Description go to: <https://www.nationaltrust.org.au/wp-content/uploads/2022/07/PD-Office-Manager.pdf>

Enquiries:

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