



ADA AUSTRALIA
WE'RE HIRING!

Senior Administration Officer

Location: Geebung or Woolloongabba

- Permanent, full-time opportunity
- \$44.58 per hour (SCHADS level 4.1)
- WFH up to 3 days per week
- Increase your take home pay with generous salary packaging options
- Monthly Rostered Day Off + Thank you day off at the end of the year

About the role

ADA Australia is seeking a proactive and experienced Senior Administration Officer to join our Business Support Services team. This role is vital to ensuring the smooth operation of administrative functions across the organisation. You'll work closely with the Team Leader and collaborate with staff across ADAA to deliver high-quality support that aligns with our values of integrity, service, and continuous improvement.

A key part of the role also involves supporting the Data Analyst with managing Salesforce, our Customer Relationship Management (CRM) system, to ensure data accuracy and operational efficiency.

Key duties include:

- Coordinate administrative workflows and respond to business support requests.
- Assist the Data Analyst in resolving CRM issues and improving system performance.
- Provide general admin support including correspondence, reporting, and data entry.
- Manage vehicle fleet logistics and documentation.
- Support CRM system performance and troubleshooting.
- Oversee facilities maintenance and workplace safety tasks.
- Manage IT resources and support onboarding of new staff.
- Coordinate purchasing of assets and consumables.
- Provide backup reception and data support as needed.
- Contribute to asset management strategies and workflow improvements.

About you:

- Relevant qualifications and/or extensive experience in business support services.
- Strong IT skills, including proficiency in MS Office and client databases (e.g. Salesforce).
- Excellent organisational and planning skills with attention to detail.
- High-level interpersonal and communication skills.
- Ability to work independently and collaboratively across teams.
- A positive approach to change and team culture.

Essential requirements:

- Valid Queensland Driver's Licence.
- Current National Criminal History Certificate (less than 3 years old).
- Valid NDIS Worker Screening Clearance and Blue Card (paid workers)

To apply

Submit your resume and cover letter via Seek - [Senior Administration Officer](#) outlining your relevant skills and experience and why you are passionate about this position.

For more information about ADA Australia please visit adaaustralia.com.au or contact HR@adaaustralia.com.au

We encourage applications from Aboriginal and Torres Strait Islander people, people with disabilities, the LGBTIQ+ community and people from culturally and linguistically diverse backgrounds.

Join a supportive and inclusive workplace where diversity is celebrated, and our culture is built on respect, dignity and fairness. Meaningfully impact on the lives of vulnerable members of the community by promoting, protecting and ensuring their full and equal enjoyment of all human rights.

Applications close: 5:00pm, Tuesday 22 July 2025 unless filled prior.