

# Project Officer

- **High profile organisation**
- **Newly created position**
- **Located in Shepparton**

An opportunity exists for an enthusiastic individual to join the NVIRP in the newly created position of Project Officer Business Performance.

Reporting to the Manager Business Performance, this position will be responsible for providing high level professional and confidential administrative and technical support to the Connections Team.

Demonstrating a proactive approach to their work, the successful candidate will possess the following attributes:

- Previous experience in a business coordination role;
- Demonstrated ability to apply their analytical, financial and information management skills to assist the decision making process;
- Excellent written and verbal communications skills;
- Ability to work proactively to contribute the team's common goals;
- Highly developed Microsoft Office skills;
- Demonstrated initiative and commitment to continuous improvement;
- Attention to detail.

Interested candidates are encouraged to visit the NVIRP website to download a copy of the position description.

For further clarification regarding this position, please contact the Human Resources Department on **1300 163 006**.

Confidential applications addressing the key selection criteria should be forwarded to [diane.bewicke@nvirp.com.au](mailto:diane.bewicke@nvirp.com.au) no later than **12.00 noon on Friday, 19th March 2010**.

**[www.nvirp.com.au](http://www.nvirp.com.au)**

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