



## **POSITION SPECIFICATION**

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**Undergraduate - Casual approx. 8 hours per week - Office Assistant/ IT Clerk**

### **The Company**

Mineral Engineering Technical Services Pty Ltd is a small group of consulting mining process engineers. We work on various base metals and industrial minerals projects both locally and abroad from our office in West Perth. More information about our company is available on our website : [www.mets.net.au](http://www.mets.net.au).

### **The Position**

Job Title: Office Assistant/ IT Clerk  
Hours: Flexible – 8-12 hours a week to fit around uni timetable.  
Duties: Data Entry, Word Processing, Maintaining Databases, Typing, Scanning, Filing, IT support to other staff. Upgrade of company website and intranet. Computer Repairs. Maintenance of small network, installation of software and general office duties.  
Rate of Pay: \$17 /per hour + superannuation

### **The Criteria**

The successful candidate will ideally possess the following attributes;

- Have completed 1<sup>st</sup> year computer science at UWA.
- Excellent communication skills, written and oral.
- Ability to relate to computer illiterate users in an efficient and empathetic manner.
- Proficiency with MS Word, Excel, Powerpoint, Access, Outlook, Publisher, Internet Explorer, Adobe Photoshop, Acrobat Reader and utility programs.
- Demonstrated HTML skills, Javascript, ASP, PHP, Visual Basic and Macromedia Flash
- Knowledge of LAN, ADSL
- Familiarity with office environment and business machines.
- High standards of presentation and attention to detail

### **Applications**

Submissions of CV's should be made to [employment@mets.net.au](mailto:employment@mets.net.au) or PO Box 1728 West Perth WA 6872.