



## **SELECTION CRITERIA**

**Position:** Senior Administration Officer

**Essential criteria:**

1. Highly experienced in office administration, including oversight of office systems and daily operations.
2. Sound experience in financial administration, including payroll, BAS, reconciliations, and financial reporting.
3. Experienced in the use of Xero accounting software; or the ability to quickly become proficient.
4. Proficient in the use of Microsoft Excel and Word.
5. Sound understanding of company governance and record keeping requirements.
6. Ability to develop, maintain and administer company policies and procedures, particularly in the area of OHS, HR, and governance; or the willingness to quickly attain the ability.
7. Strong organisational skills, attention to detail, and ability to work independently and as part of a team.
8. Well-developed written and verbal communication skills and ability to liaise with a range of stakeholders.
9. Must be eligible to work in Australia.

**Desirable criteria (preferred but not essential):**

1. Experience supervising administrative staff
2. Experience in a not for profit, industry body, or agricultural environment
3. Knowledge of the sugarcane industry
4. Current C class driver licence (must be able to commute to and from work independently).

**How to apply:**

Applicants can obtain the selection criteria and PD from the HCPSL website, by emailing [admin@hcpsl.com.au](mailto:admin@hcpsl.com.au), or by collecting the information from the HCPSL office at 181 Fairford Road, Ingham Queensland.

Applications must include;

- A resume (1-2 pages)
- A written response outlining how the applicant meets each of the selection criteria (maximum of 4 pages).

Applicants can submit their resume and written response before the close of applications to,

The HCPSL Manager

[admin@hcpsl.com.au](mailto:admin@hcpsl.com.au)

or

PO Box 135  
Ingham Queensland, 4850.

**Close of applications:**

3pm on Friday the 27<sup>th</sup> of February, 2026.