



Senior Administration Officer

**Permanent Position
(30-38hrs per week - negotiable)**

We are seeking an experienced and highly organised Senior Administration Officer to provide high-level administrative and operational support across the business. This position plays a key role in ensuring the efficient day-to-day functioning of the organisation and supports the company manager and staff through effective communication and systems management.

The successful applicant will possess good accounting system skills, proven ability to prioritise competing demands and work autonomously while supporting a collaborative team environment.

HCPSL offers a competitive, above-award salary based on skills and experience.

For a copy of the full position description and selection criteria please email admin@hcpsl.com.au, visit the job vacancies section of our website (www.hcpsl.com), or collect the information from the HCPSL office at 181 Fairford Road, Ingham Queensland.

Close of applications: 3pm on Friday the 27th of February 2026.