

We have updated our Privacy Policy across our SEEK brands. View here





Menu ∨

W

✓ You've applied on 6 November 2023

Information Management Assistant

Akimomo Pty Ltd

- Amaroo, Canberra ACT
- Help Desk & IT Support (Information & Communication Technology)
- Second Full time
- \$ \$88,175 \$100,724 per year

Posted 1d ago

More jobs from this company

About the Role

• Have expertise in the ongoing administration of an Electronic

- Developed, implemented and maintained information management system (IMS) to ensure compliance with policies and procedures
- Maintained the IMS, including business classification scheme and information retention
- Provide advice to the strategic and operational leadership team with regards to Information Technology business systems
- Produced analysis report to support and optimize the business of marketing team
- Analyse and solve problems, including conducting root cause analysis and fault reporting
- Have a strong track record of working collaboratively, establishing and maintaining constructive relationships with a broad range of stakeholders
- Undertake any other relevant duties as required

About You

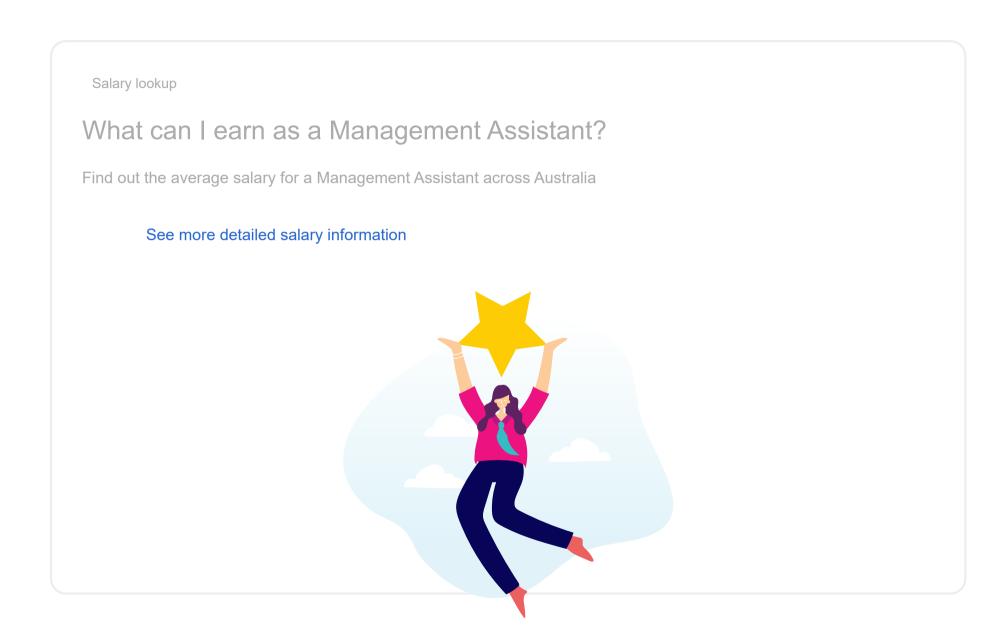
- Ability to process, use, gather and analyse information using digital skills
- Contribute to team goals through participation as a member of the Digital & Information Division
- Possess sufficient oral and written communication skills for effective engagement with colleagues, internal customers, and partners
- Attention to detail as you will be working with large amounts of data
- Demonstrate an organised approach to work. Has basic digital skills to learn and use applications and tools for their role

About special requirements

- Need to know some knowledge about animation, comics and games
- Have a certain understanding of the model

Be careful

Don't provide your bank or credit card details when applying for jobs. Learn how to protect yourself



SEEK sites

Job seekers	Employers
Job search	Register for free
Profile	Post a job ad
Recommended jobs	Products & prices
Saved searches	Customer service
Saved jobs	Hiring advice
Applied jobs	Market insights
Career advice	Recruitment software partners
Explore careers	
Explore salaries	
Company reviews	
Download apps	

About SEEK	Cont
About SEEK	Help o
Newsroom	Conta
Investors	Produ
Work for SEEK	SEEK
International partners	Social
Partner services	
Privacy policy	
Terms & conditions	
Protect yourself online	
© SEEK. All rights reserved	

tact

centre

tact us

luct & tech blog

videos

al 🗸