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# Information Management Assistant



Akimomo Pty Ltd

 Amaroo, Canberra ACT

 Help Desk & IT Support (Information & Communication Technology)

 Full time

\$ \$88,175 – \$100,724 per year

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## 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

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