

Selection Criteria

1	Achievement at a basic level in the application of acquired knowledge in current and emerging town planning and land use management principles and practices including a sound level of knowledge of the legislative environment in Queensland, especially the Sustainable Planning Act.	30%
2	Achievement in demonstrating teamwork skills so as to enable appropriate co-ordination and processing assigned development applications generally of a low to moderate level of complexity and effective team interaction.	25%
3	Sound written communication skills, with achievement in effectively preparing professional correspondence and reports on routine matters.	20%
4	Achievement in the provision of excellent customer service to internal and external clients through sound verbal communication and interpersonal skills.	15%
5	Sound problem solving, negotiation and time management skills in operational matters of a team-based environment.	10%

Answers For Selection Criteria Executive Assistant Examples

Amanda McCarthy



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