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## ICT Administration Support Officer

*Job Reference No. 1401*

*Moolarben Coal is a joint venture operated by Yancoal Australia Pty Ltd, located 40km north of Mudgee in the Central West of NSW. The mine commenced operations in June 2010 and has extensive resources with a mine life in excess of 20 years. At full production, the mine will produce both open cut and underground coal at a rate of approximately 13 million saleable tonnes per annum.*

Reporting to the Commercial Manager, the primary focus of this role is to provide efficient and effective Helpdesk services to users at Moolarben Coal while also administering IT information, applications and the telephone system.

To provide superior Helpdesk support the successful applicant will need to effectively liaise with Moolarben employee, Yancoal ICT department and external vendors and service providers.

As the successful applicant you will have certified MCP or MCDST qualifications as well as experience in a similar position working with Windows XP, Office 2003/2007, Symantec Products, VPN/RAS, Active Directory and Windows based server backup technologies, strategies and operation.

All candidates must reside or be willing to relocate to an area within 100km of the operation.

If this sounds like the opportunity you have been waiting for, please submit your application, quoting the job reference number, to Amanda Evans at [careers@moolarbencoal.com.au](mailto:careers@moolarbencoal.com.au). If you have any queries, please do not hesitate to call (02) 6376 1500.

Applications close 24<sup>th</sup> February 2011.

