



### **Administration Coordinator Fulltime**

The Wildlife Dome is part of the family owned and operated CaPTA Group of Companies. We currently have the opportunity for someone to take on the position of Administration Coordinator. This full time position that involves administration work, supporting our General Manager, overseeing the reception and some hands on work in the retail area. The successful applicant must have excellent organisational and communication skills, the ability to multi-task and will focus on the provision of excellent customer service. If you have a love of variety then this is the role for you! Availability to work weekends is essential.

Please forward your resume along with a covering letter to:  
Personnel Department  
PO Box 1230 Cairns 4870 or  
Email: [hradmin@capta.com.au](mailto:hradmin@capta.com.au) or Fax: 40419499 or