



**The GEO Group Australia Pty Ltd**

Junee Correctional Centre, a safe secure work environment,  
offers the following excellent career opportunity:

## **ADMIN OFFICER**

**Average 3-4 days per week.**

**Casual or PPT considered.**

**Secure employment in  
Junee!**

Our ideal candidate will have some previous experience and /  
or qualifications in admin or office operations.

A role full of variety, our Admin Officer will be provide cover for  
a number of roles across our business, providing an exciting  
opportunity for the right person!

Our Admin staff may have inmate contact, in a supervised and  
controlled environment.

♦♦

To obtain further information contact our HR officers

**Rachel Cooper or Helena Adamcewicz on 02 6930 5583**

To obtain application guidelines and position description please  
visit our website:

[www.thegeogroupinc.com.au](http://www.thegeogroupinc.com.au)

*GEO is an Equal Opportunity Employer*