

Form Position Description

ABN 63 954 974 254
ICN 2256



JOB TITLE	Administrative Assistant
REVIEW DATE	10/08/2017
REPORTS TO	Central Services Manager

POSITION DESCRIPTION

Position purpose *To provide administrative support to the Corporation's central services department.*

Main tasks Core objectives include:

- General filing
- Provide assistance with accounts payable functions
- Provide assistance with accounts receivables functions
- Provide assistance with asset management functions
- Provide assistance with purchasing functions
- Provide assistance with mechanical administration functions:
 - Order and collection of parts from suppliers
 - Assist with the scheduling of works
 - Raising purchase requisitions/orders as required and obtaining applicable approvals
- Manage and maintain departmental records for filing purposes
- Archiving of documentation into Corporation's document management system
- Reception/ Switchboard duties

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Other Duties Fulfil other duties as required by management and other department personnel as requested/required.

PERSON SPECIFICATION

Qualifications

- Formal qualifications in Business Administration (desirable)

Experience

- Minimum 1 year business administration experience
- Minimum 1 year financial services experience (accounts payable/accounts receivable/asset management)
- Demonstrated experience with accounting software specifically SAP Business One (desirable)
- Demonstrated analytical and time management skills
- Demonstrated computer literacy in Microsoft Office Suite
- Demonstrated verbal and written communication skills

- Knowledge**
 - Demonstrated knowledge, understanding of and commitment to the principles of Equal Opportunity and Occupational Health and Safety

- Skills & competencies**
 - **Customer service focused:** committed to providing exceptional customer service across all channels – written, phone and face to face.
 - **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
 - **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
 - **Teamwork:** willingness to assist and support others as required and get on with team members.
 - **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.

- Personal attributes**
 - Ability to work under pressure
 - Professional approach (essential)
 - Confident manner (essential)
 - Reliable (essential)
 - Positive approach to change (essential)

- Other**
 - Manual 'C' Class Drivers Licence (essential)
 - Current National Police Clearance (essential)
 - Pre-employment medical (essential)

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date