

# Form Position Description

ABN 63 954 974 254  
ICN 2256



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**JOB TITLE**                      **RECEPTIONIST**

**REPORTS TO**                    **Chief Financial Officer and Chief Executive Officer**

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## POSITION DESCRIPTION

**Position purpose**                      ***Reporting to the Chief Financial Officer and Chief Executive Officer you will be responsible for being the first point of contact for all visitors and employees and carry out reception duties.***

**Main tasks**                              Core objectives include:

- Answering, connecting and transferring of phone calls
- Arranging and recording details of appointments
- Ensuring photo copiers are stocked up with paper (Daily)
- General filing
- Greeting and welcoming visitors and directing them to the appropriate person ensuring they follow site entry procedures
- Incoming and Outgoing Mail (Daily)
- Maintain Corporation contact list and phone labels
- Maintain Corporation key register (sign in and out only)
- Maintain stock levels for stationary and staff amenities
- Maintain a safe and clean reception area by complying with procedures (Daily)
- Maintain the Boardroom and its facilities
- May perform other clerical tasks such as word processing, data entry, photocopying and binding
- Recording and distributing messages as required to staff
- Responsible for Motor Charge receipts, scanning, checking off Motor Charge statement and filing

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.

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**PERSON SPECIFICATION**

- Qualifications**
- Business Administration certification highly regarded
- Experience**
- Demonstrated computer literacy in Microsoft Office Suite
  - Demonstrated experience in a similar role (minimum 1 year)
  - Demonstrated time management skills
  - Demonstrated verbal and written communication skills
- Knowledge**
- Demonstrated knowledge, understanding of and commitment to the principles of Equal Opportunity and Occupational Health and Safety
  - An understanding and appreciation of the socioeconomic status and traditions of Indigenous Australians and ability to communicate effectively with Aboriginal people
- Skills & competencies**
- **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
  - **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
  - **Teamwork:** willingness to assist and support others as required and work alongside team members in a professional and positive environment.
  - **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 build rapport with colleagues, suppliers and community members
  - Ability to work autonomously
  - Ability to work under pressure
  - Confident and approachable manner
  - Excellent attention to detail
  - Organisational and time management skills
  - Positive approach to change
  - Professional approach and appearance
- Other**
- Current **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**

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

**SIGNED BY YOU**

.....  
Employee

.....  
Date

**SIGNED BY AUTHORISED PERSON**

.....  
Chief Executive Officer

.....  
Date