

Muloobinba Aboriginal Corporation



Muloobinba Aboriginal Corporation Position Description

Position Title:	Administration Officer
Location:	Muloobinba Aboriginal Corporation – East Maitland
Direct Report:	Family Preservation Manager
Responsible to:	CEO, Board of Directors
Hours of Work:	Full time Business Hours – 9 am to 5 pm
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Probationary period	3 months from commencement date
Performance Review	3 months after the commencement date

Scope of the Administration Officer

Under the guidance of Human Resources and or Family Preservation Manager, this position will assist with general administrative support of the organisation.

The position will work within a team environment whilst ensuring that a high level administrative service is maintained.

The position is to provide administrative support to the team of Muloobinba staff and to provide a quality service to the clients and visitors who access the service.

Responsibilities

1. Greet clients and visitors of the organisation

Main Activities

- Ascertain the visitor or clients purpose to the organisation
- Direct client or visitor to appropriate staff
- Take messages for staff from clients or visitors appropriately
- Develop a good working knowledge of the projects that Muloobinba maintains

2. Provide general administration to the staff of Muloobinba

Main Activities

- Ensure office stationery is at appropriate levels and maintain a stationery list to be restocked

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- Ensure there are appropriate levels of stores (paper towel, toilet paper, cleaning products etc) and maintain a list to identify items that are required to be restocked
- Data entry when required for each of the projects of the organisation
- Where necessary make appointments on behalf of clients or visitors for staff
- Photocopy
- Filing
- Laminating
- Faxing
- Shredding of confidential documents
- Learn other general administrative duties as relevant to the work area
- Process incoming and outgoing mail and ensure the mail book is maintained
- Prepare specified vehicle log sheets at the end of each month
- Maintain all duties with a commitment to WH&S
- Prepare and/or create promotional flyers or calendars for projects or events when required

3. Provide reception duties

Main Activities

- Ensure the reception, common areas and board rooms are clean at all times
- Answering incoming calls promptly and transferring calls to the appropriate person
- Take accurate messages on behalf of staff and email staff messages
- Notify staff of visitor arrivals
- Monitor the staff sign in book and ensure staff are completing logs as they come and go from the office
- Ensure calendars for on-call are updated and maintained in advance and updates are disseminated to appropriate staff
- At the end of each working day ensure the incoming telephone lines are diverted to the appropriate staff member on call.
- At the commencement of each working day ensure incoming telephone lines are re-diverted to the office
- Maintain and update the organisation website if required
- Maintain and monitor booking system for organisation vehicles

4. Work as a part of the Muloobinba team

Main Activities

- Uphold the Code of Ethics of the organisation
- Understand and work within the policies and procedures of the organisation
- Attend staff meetings
- Maintain confidentiality

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5. Training

Main Activities

- Complete any other training required for the position as directed

6. Staff and other meetings

Main Activities

- Minute all staff and other meetings as required
- Word process all minutes of meetings and submit to the Human Resources and or Family Preservation Manager for approval
- Create agendas for meetings
- Disseminate meeting minutes to all staff after approval

7. Other duties as required

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