

POSITION DESCRIPTION

Position Title:	Project Assistant
Reports to:	Office Manager and Executive Assistant to CEO
Direct reports:	Nil
Award and Classification:	As per Letter of Engagement

Position Purpose

Reporting to the Office Manager, the purpose of this role is to provide general administration support to the Office Manager and across all areas of the organisation as needed undertaking a range of activities assisting TTNQ to achieve the organisation goals.

To summarise, it is not the intent of this position description to limit the scope or responsibilities of the role, but to highlight the most important aspects.

Specific Duties

Success Indicators

Service	
<ul style="list-style-type: none"> • Support the marketing and media activities of the organisation as required including: <ul style="list-style-type: none"> ○ Coordination of trade and media educational programs ○ Media monitoring in partnership with Corporate and Consumer Media Contractor ○ Support event reporting including leverage reports ○ Preparation of reports and presentations for CEO and Board as required including data analysis • Provide accounts and administration support to TTNQ teams through: <ul style="list-style-type: none"> ○ Monitoring the TTNQ "Accounts" and "Info" email Inbox's ○ Processing of purchase orders and invoices for the organisation ○ Assist the Industry Relations Manager with processing of membership invoices as required including elements of the new member application processing ○ Assist with the updating of Daylite (CRM) as directed by Office Manager ○ Assist with updating the corporate website as directed by Office Manager ○ Internal meeting room set up as required ○ Other duties as directed by Office Manager 	<ul style="list-style-type: none"> • AVE data accurately recorded each month • Tracking media results • Media and Trade famils deliver on message and on target AVE. • Administration duties are delivered in an accurate and timely manner • Duties are delivered in an accurate and timely manner

<ul style="list-style-type: none"> • Support corporate and internal events on an adhoc basis • Support the Office Manager with the effective running of the office through: <ul style="list-style-type: none"> ○ Managing mail, stationery, office consumables and supplies • Opening and closing the office 	<ul style="list-style-type: none"> • COVID-Safe office and event practices are maintained
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General Duties

<ul style="list-style-type: none"> • Maintain a friendly and approachable attitude towards clients and staff and a professional appearance; • Respect all equipment and property and use with care to avoid unnecessary damage; • Attend meetings as required; • Develop and maintain good working relationships with colleagues and clients; • Keep work areas tidy and clean; • All other duties as assigned; • Undertake the responsibilities of the position adhering to: <ul style="list-style-type: none"> ○ Equal opportunity and anti-discrimination legislation and requirements; ○ Workplace Health and Safety (WHS) legislation and requirements; and ○ Legal requirements
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Qualifications, Skills, Experience and Personal Attributes

<ul style="list-style-type: none"> • A Business or Business Administration qualification is highly regarded; • Experience using WordPress and an electronic newsletter program is an advantage; • Experience using an accounting program like Xero; • Excellent interpersonal skills; • Analytical and report writing skills; • Well-presented and enthusiastic, positive attitude, strong work ethic and willingness to learn; • Ability to follow established procedures and practices; • Maintain physical fitness required to undertake the inherent duties of this role. • Exceptional teamwork skills and ability to also work autonomously; and • Flexible approach to work with willingness and ability to demonstrate initiative and accept responsibility

Note: The above information on this position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.