

POSITION DESCRIPTION

Position Title:	Administration Assistant
Reports to:	Executive Assistant to CEO / Office Manager
Direct reports:	Nil
Award and Classification:	As per Employment Contract

Position Purpose

Reporting to the EA/Office Manager, the purpose of this role is to provide strong administration support to the EA/Office Manager to ensure a well-maintained and supported Team and office. The role will also provide assistance across all areas of the organisation as needed undertaking a range of activities assisting TTNQ to achieve the organisation's 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

- Provide administration and finance support through:
 - Answering the main TTNQ phone and directing to enquiries;
 - Monitoring the TTNQ general enquiries email inbox, responding to enquiries;
 - Assist with maintaining and updating the organisation database (Apple Daylite CRM);
 - Assist with scheduling meetings;
 - Assist with updating the corporate website (WordPress) as directed by Office Manager;
 - Internal meeting set up as required;
 - Processing of purchase orders and invoices for the office manager as required;
 - Supplier form verification assistance;
 - Other duties as directed by Office Manager.
- Support the Office Manager with the effective running of the office through:
 - Collection and distributing the mail;
 - Ordering stationery and office consumables/supplies, including stock take as required;
 - Maintain and auditing of our first aid kits ensuring they are adequately stocked;
 - Ordering for and setting up internal staff events;
 - Shopping for office supplies as required
- Populate relevant excel spreadsheets with current regional data when received for tourism and aviation data, etc.
- Preparation of reports and presentations for CEO as required including basic data analysis.
- Provide support in the preparation of TTNQ electronic notices as required.

General Duties

- Maintain a friendly and approachable attitude towards clients and staff and a professional appearance;
- 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:
 - Equal opportunity and anti-discrimination legislation and requirements;
 - Workplace Health and Safety (WHS) legislation and requirements; and
 - Legal requirements

Qualifications, Skills, Experience and Personal Attributes

Required

- Prior working experience in an administrative/office support position;
- Ability to multitask and prioritise workload to meet deadlines;
- Proven ability to use the Microsoft Office suite;
- Excellent attention to detail;
- Excellent interpersonal skills, well-presented and enthusiastic, positive attitude, strong work ethic and willingness to learn;
- Confidence to work collaboratively and autonomously;
- Ability to follow established procedures and practices;
- Exceptional teamwork skills and ability to also work autonomously; and
- Flexible approach to work with willingness and ability to demonstrate initiative and accept responsibility

Desirable

- A Business or Business Administration qualification is highly regarded but not essential;
- Strong problem solving, verbal, written and interpersonal communication skills
- Demonstrated time management, prioritisation and attention to detail

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.