

POSITION DESCRIPTION

Position Title	Assistant Administration Officer
Reports to	Business Manager
Supervises	Nil

Scope of Position

To provide a high standard of administrative services within the company, and to clients where required. The employee is required to work independently and must have strong communication, time management and interpersonal skills and the ability to use initiative.

Mandatory Requirements

Academic/Professional Qualifications

- > Certificate IV in Business, or equivalent experience

Experience

- > Experience in a range of administrative duties, including minute taking, report presentation, correspondence, filing and document control

Other

- > High level of interpersonal skills
- > Possession of a current open "C" Class drivers licence
- > High level of proficiency in Word
- > Computer skills in Windows, Excel, Powerpoint, file management and email

Duties

- > Assist in management of day to day operations of the company office
- > Assist in ensuring professional presentation of company outputs, including proof reading of reports
- > Assist with tasks as requested, including typing from dictated files and hand written notes
- > Assist with procurement of good and services as requested, including marketing materials
- > Assist with maintenance of the company website
- > Assist with maintenance of the company's Integrated Management System
- > Assist with staff meetings, including distribution of minutes
- > Customer service, including answering phone, responding to administrative emails and greeting clients

Accountabilities

Company Policies

The employee is responsible and accountable to adhere to company policies and to strive to achieve the goals of the company, as determined from time to time, including the Code of Conduct.

Customer Service

The employee shall ensure that the client requirements and expectations are clearly identified and met in a realistic and timely fashion. An excellent standard of service should be strived for to enable outcomes for each client to exceed expectations.

The employee must at all times represent GenEng Solutions in a professional manner.

Work Health & Safety

The Employee shall at all times comply with company policies and procedures relating to Work Health & Safety, as well as all aspects of Work Health & Safety Legislation, Regulations and Codes of Practice.