



POSITION DESCRIPTION

Administrative Assistant

Date Created: August 2010

PART A: POSITION DESCRIPTION

POSITION OBJECTIVE

- To provide administrative assistance to the office of LeadWest Ltd.

KEY RESULT AREAS

- Provide administrative support, including telephone and visitor reception and arrangements for meetings and appointments as required.
- Collate and distribute Agendas and Minutes for Board meetings and coordinate Board enquiries and attendance.
- Coordinate the processing of payroll, invoices for payment and assist in the preparation of monthly financial reports.
- Use MYOB AccountRight Plus to process accounts payable and receivable, process payroll, and prepare financial reports.
- Maintain the LeadWest website, including regular updates of posted material.
- Type and compile reports, forms and correspondence.
- Provide support for a variety of office services including purchase of stationery items, bulk photocopying, updating of membership registers, booking of meeting room facilities, maintenance of equipment and placing of advertisements.
- Provide guidance to other staff in office systems, in particular word processing and spreadsheets.

ORGANISATIONAL RELATIONSHIPS

Reports to:	Manager Business & Projects
Supervises:	Nil
Internal Contacts:	Board of Directors Other staff/contractors/consultants
External Contacts:	Chief Executive Officers of member Councils Members of LeadWest Local Newspapers Suppliers of Materials and Services Equipment Maintenance Providers

ACCOUNTABILITY AND EXTENT OF AUTHORITY

The position of Administrative Assistant provides direct administrative support for all of the business of LeadWest.

The Administrative Assistant is accountable for:

- The collation, formatting, presentation, printing and distribution of Agendas and Minutes within established quality guidelines and timeframes.
- Accurate and timely typing of reports, correspondence and other documents.
- The quality of customer service to members of LeadWest.
- Maintenance of accurate invoices and payments.
- Up-to-date LeadWest website.
- Minute taking at LeadWest board meetings.
- Carrying out in a timely and accurate manner, administrative duties assigned from time to time.

The Administrative Assistant has authority to:

- Schedule word processing and administrative tasks to ensure they are completed within the agreed timeframe.
- Determine the workload priorities.
- Carry out the duties and responsibilities of the position, including co-ordination of services.

JUDGEMENT AND DECISION MAKING

The Administrative Assistant is expected to exercise discretion in the planning and scheduling of routine administrative support services to meet objectives, standards and timeframes.

Advice and guidelines on more complex problems or priorities is readily available from the Manager Business & Projects and the Chief Executive Officer.

SKILL REQUIREMENTS AND SELECTION CRITERIA

Specialist Knowledge and Skills:

The Administrative Assistant is expected to display or acquire:

- High level of Customer service skills
- Knowledge of operation of a range of office equipment including computers and printers.
- Knowledge of current office processes.
- Knowledge of account keeping processes and systems to enable basic bookkeeping to be maintained.
- Basic administrative skills.
- Skills in a range of PC applications, including MS Word, Excel spreadsheet, desk-top publishing and specific packages including e-mail, the Internet, Powerpoint, MYOB AccountRight Plus or similar.

- Minute taking skills, e.g. at Board Meetings.
- High standard of grammar and spelling.

Management Skills:

- Excellent time management skills to organise and prioritise workloads to meet expected deadlines, sometimes with conflicting priorities.

Interpersonal Skills:

- Ability to gain co-operation and support of a range of people in the collation and distribution of documents.
- High level customer service skills are needed to maintain a strongly focussed service.
- Ability to prepare routine correspondence.

Qualifications and Experience:

The skills and knowledge required for the position would require:

- Fast and accurate keyboard skills
- Advanced Level – Microsoft Word and Excel
- Previous experience in a similar office environment.

PART B: CONDITIONS OF EMPLOYMENT

1. GENERAL

The conditions of employment are in accordance with those outlined on the following clauses.

2. POLICIES

The incumbent of this position is required to undertake his/her employment with due regard to personal safety and that of co-workers and the general public in accordance with relevant legislation, LeadWest policies and procedures.

Each employee is responsible for ensuring they are familiar with LeadWest policies, as a breach of policy may result in disciplinary action.

3. MULTI-SKILLING

In keeping with the spirit workplace flexibility, an employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training.

4. ANNUAL REVIEW

An Annual Review will be undertaken on the anniversary of commencement of duties in the position. The Review shall be confidential and shall comprise as a minimum assessment of the meeting of the provisions of the position description.

5. HOURS OF DUTY

Hours will be 25 hour week and will include a degree of flexibility, having regard to operational requirements.

The hours of duty for this position will usually be 9.30am – 3.00pm with a 30 minute lunch break, Monday to Friday.

At least once monthly the hours will vary due to required attendance at the LeadWest Board meeting.

From time to time, LeadWest conducts industry breakfasts, and the Administrative Assistant is required to attend.

6. TENURE

The tenure/status of this position is intended to be permanent part time and a probationary period of six (6) months will apply.

7. LEAVE ENTITLEMENTS

Annual leave is four weeks per annum. Long service leave is three months after 10 years service. Sick leave is ten days per annum (cumulative).

8. SUPERANNUATION

LeadWest will make contributions in accordance with legislative requirements. Each employee may voluntarily contribute at a rate of his or her choice to the Scheme of their choice.

9. SALARY

Salary will be \$31,250 per annum plus superannuation (which is pro rata of \$47,500) and paid fortnightly.

10. RESIGNATION/TERMINATION

Termination of employment shall be effected by four (4) weeks notice in writing by either party.

11 SMOKING

Smoking is not permitted in the offices and LeadWest vehicles.

Office location –

LeadWest Limited
Suite 209
1 Thomas Holmes Street
Maribyrnong Vic 3032

www.leadwest.com.au

Further information is available from:

Craig Rowley
Manager Business & Projects
03 9317 5794

Applications will be received until 10 September 2010

E-mail to: craig.rowley@leadwest.com.au

or post to: P O Box 2382, Footscray Vic 3011.