

Position Description

Title	Trainee Administration Assistant
Position Location	Central
Reports to	Executive Assistant
Direct Reports	Nil
Classification	Hay Grade 8
<p>The Childcare and Kindergarten Association Limited (C&K) is a not-for-profit early childhood provider with more than 350 early childhood education and care (ECEC) centres located across Queensland.</p> <p>Our purpose is to nurture and inspire children to succeed in an ever-changing world. This is at the forefront of everything we do.</p> <p>C&K's vision is to be Queensland's pre-eminent provider of early education and care.</p> <p>Our values:</p> <ul style="list-style-type: none"> • <i>we put children first</i> • <i>we respect all people and each other</i> • <i>we work with integrity and strive for excellence in everything we do</i> <p>These underpin the way we work with children and families, communities, colleagues and partners.</p> <p>We reinvest our surplus to benefit children and families disadvantaged in their access to early childhood education. This includes children with additional needs and children and families in rural, remote, Aboriginal and Torres Strait Islander and disadvantaged communities.</p>	
Purpose	<p>To provide administrative assistance to the C&K Central Office and ensure tasks are completed to the highest of standards.</p> <p>On the job training will be provided as well as the ability to complete a Certificate III in Office Administration.</p>
Key accountabilities	<ul style="list-style-type: none"> • Ordering and maintaining office supplies (including stationery, printers) and kitchen supplies (milk, tea, coffee etc) • Distributing mail and courier deliveries, preparing outgoing mail to be sent each afternoon and organising couriers as required throughout the day • Monitoring the Office Administration email inbox • Ensuring the reception area and meeting rooms are well maintained and kept welcoming and professional • Unpack dishwashers each morning, clean coffee machine daily and water office plants • Providing support with internal events (setting up rooms etc) • Assisting visitors/guests at Reception (if assistance is required) • Administrative duties as required <p>Please note that the responsibilities outlined in this position description are not exhaustive, and only an indication of the work of the role. C&K can direct you to carry out duties which it considers are within your level of skill, competence and training.</p>

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Key Selection Criteria	<ul style="list-style-type: none"> • A working knowledge of the Microsoft Office suite of products with the ability to learn new software applications • Self-motivated with a positive can-do attitude • A commitment to continuing professional and personal development • Ability to prioritise tasks and work efficiently • Good communication skills • Ability to create a welcoming environment • Ability to work with minimum supervision
Additional information <p>Hold a positive notice (Blue Card) working with children check.</p> <p>As a condition of employment with C&K, all employees are required to have 1st and 2nd COVID Vaccinations.</p> <p>The information above is not intended to be an all-inclusive list of the responsibilities of the job described. Rather, they are intended only to describe the general nature of the job. C&K is a growing organisation; to support the vision for the business it is expected that the incumbent will evolve the position over time in alignment with the dynamic nature of the business and the region.</p>	

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The Creche & Kindergarten Association Limited
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