



POSITION DESCRIPTION

Position Title	ADMINISTRATION ASSISTANT	Position No.	50054796
Team	[ABC Commercial]	Classification	[Administrative/Professional]
Department	ABC Commercial	Schedule Roster Cycle	[Schedule A] [Non-Rostered]
Location	Ultimo	Band / Level	[Band 5]
Reports to	GENERAL MANAGER, ABC COMMERCIAL 50052466	HR Endorsement	21/12/2020

Purpose

Provide comprehensive administrative support to the Commercial General Manager (GM) and Team to facilitate the smooth and efficient running of the Commercial business unit of the ABC.

Key Accountabilities

- Provide administrative support for the GM, interpreting the GM's business support needs, anticipating priorities, and ensuring clear communication and information flow.
- Deal with issues that require sensitivity, discretion, and judgement in replying to enquiries, and in presenting or requesting information.
- Day-to-day management of GM's diary, including travel coordination.
- Provide high level administration support to the GM and Commercial team, including but not limited to management of internal/external enquires and correspondence, document preparation, and coordination of meetings, events, and conferences.
- Act as the main liaison point for the GM, building and maintaining effective relationships with the Commercial Executive team, members of other divisions and external stakeholders ensuring that the GM is briefed on topical/significant issues.
- Gather information from internal stakeholders to ensure GM is across all relevant matters.
- Review Concur statements and expenses from the Commercial team in accordance with ABC policies
- Prepare presentations and reports as required.
- Coordinate timely action of internal workflows including Concur, MyRequests, Service Now and other financial related processes including raising purchase orders and payment of invoices.
- Assist in maintenance and management of any other additional administration requests as required.
- Act as first point of contact for the department: follow-up enquiries promptly, determine priorities and deal with issues to completion or refer as appropriate.
- Undertake and/or contribute to projects as directed including research and information gathering, preparation of reports, submissions correspondence, other documentation as required.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Demonstrated experience in the provision of high-level administrative support to line or senior management.
2. Demonstrated ability to exercise sound judgement under pressure and prioritise multiple requirements and provide effective support under general direction.
3. Demonstrated ability to undertake detailed and specific research and present it in the appropriate format, including reports and PowerPoint presentations.
4. Well-developed organisational and time management skills with the ability to prioritise multiple tasks and meet deadlines.
5. Accomplished problem-solving skills, with the ability to anticipate and resolve issues, and identify opportunities for improvement.





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6. Strong interpersonal and communication skills (written and verbal), with the ability to convey information clearly and concisely.
7. Demonstrated well-developed PC literacy skills with the ability to use wide range of applications and understanding of and ability to use databases.
8. Proven ability to work effectively as an integral and positive member of a team.
9. **ABC Principles:** Demonstrated commitment to the ABC Principles of *We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent*.
10. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
11. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.