

Role Description



Position Title Administration Officer

Position Number ENV184

Purpose of Role

Provide administration support and general assistance to the department to assist in the delivery of its events programs.

Specific Responsibilities

Provide administrative support and general assistance within the department, ensuring appropriate communication of any matters or emerging issues requiring attention.

Support the planning and delivery of the department's calendar of events.

Manage incoming and outgoing correspondence and customer requests ensuring timely responses, appropriate follow up and the preparation of outgoing correspondence as required.

Assist with the preparation of correspondence, reports, presentations and other business documents.

Assist with the department's reporting and procurement processes; including liaison with suppliers, obtaining quotes, raising purchase orders, processing invoices and reconciling credit cards.

Assist in the review and update of resources including template letters, forms and customer service reference information to ensure accuracy, consistency and alignment with departmental processes.

Develop and maintain relationships with customers and stakeholders that will increase the effectiveness and profile of the team.

Work Experiences and Skills – essential

Demonstrated relevant experience in a similar role or a role requiring a similar skill set.

Well developed time management skills to achieve proficiency and effectiveness in managing the workload and priorities and meeting deadlines.

Proficiency with the Microsoft Office suite of programs and the ability to develop proficiency with council's corporate systems.

Well developed people and relationship skills with demonstrated ability to work in a team environment, communicate effectively at all levels within the organisation, contribute to a positive work environment and with a strong focus on provision of quality customer service.

Academic, Trade Qualifications and other Licences – essential

Certificate III in business administration or other relevant field.

Current C class driver's licence.

Recordkeeping

In accordance with Council's recordkeeping guideline, ensure that full and accurate records are made of all business transactions conducted on behalf of Council and that these records are appropriately kept and stored in the appropriate corporate information management systems.

Health, Safety and Environment

Ensure your safety and that of your work colleagues at work whilst complying with Council's workplace health and safety policies, procedures and practices. At no time are you to perform work duties in an unsafe manner. You must always ensure all risks associated with your work tasks are identified and control actions are implemented before work commences.

Work Location

You may be required to perform your role from any work location within the region.

Diversity Undertaking

You may be required to perform duties outside the specific responsibilities within the limits of your skill, competence and training.

Organisational Expectations

