POSITION DESCRIPTION

Administrative Assistant

Position Summary
The Ramaciotti Centre for Genomics is a national infrastructure facility and a focus for the application and development of genomics in Australia. The Ramaciotti Centre’s purpose is to deliver internationally competitive genomic services by providing our clients with enabling technology and services of the highest quality. The Centre has a customer base of over 1,000 researchers, covering a diverse range of research projects across the Life Sciences.

The Administrative Officer works with the Director and Deputy Director of the Centre to assist with planning, administration, marketing and reporting.

The Administrative Officer reports to the Deputy Director – Centre Manager, Ramaciotti Centre for Genomics and has nil direct reports.

Accountabilities
Specific accountabilities for this role include:

- Provide pro-active, efficient administrative support that facilitates service delivery including (but not limited to) purchasing and receipting of goods, billing for services, reconciliation of credit cards and expense reimbursements.
- Respond to a range of in-person, telephone, and email enquiries in relation to general operations, purchasing, billing and event organisation from internal and external stakeholders.
- Monitor enquiries received by the Centre’s Customer Relationship Management (CRM) software, initiating action, or referring the enquiry, as required.
- Prepare monthly financial reports to assist with business activity monitoring.
• Collate information for internal and external reporting (e.g. publications, services provided, client profiles, and vendor specific expenditure.)
• Assist with drafting agendas, minutes and briefing notes for Centre specific committees and meetings.
• Coordinate and provide support for Centre events (e.g. workshops, exhibition stands, functions and conferences) and manage the associated communications, logistics and production of marketing materials.
• Maintain internal and external contact databases and assist with updating content on the Centre’s website.
• Manage travel arrangements including flight and transport bookings, itineraries, accommodation, conference registrations and any other requirements as per the UNSW Travel Policy.
• Undertake other relevant tasks as directed by your supervisor.
• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience
• A degree, with subsequent relevant experience in administration within a large and complex institution or equivalent level of knowledge gained through any other combination of education, training and/or experience.
• Strong time management, office management and organisational skills.
• Well-developed interpersonal, written, and verbal communication skills.
• Advanced work processing, PowerPoint, spreadsheet, database, desktop publishing, internet, and email skills, including proficiency with computer packages including Microsoft Office.
• A knowledge and understanding of CRM systems.
• An understanding of and commitment to UNSW’s aims, objectives, and values in action, together with relevant policies and guidelines.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.