Administative Assistant

Position Summary
An Administrative Assistant is responsible for providing proactive, practical and efficient administrative support to UNSW Canberra (ADFA)

Accountabilities
Specific accountabilities for this role include:

- Provide straight-forward administrative/clerical support with UNSW Canberra (eg. typing, filing, photocopining, accepting/arranging deliveries and couriers, mail sorting, ordering and stocking stationery etc.).
- Develop and maintain filing systems, spreadsheets, databases, websites and other administrative systems.
- Assist with drafting agendas, minutes, correspondence, briefing notes, and guidelines for specific committees and meetings.
- Respond to a range of in-person, telephone and email enquiries from internal and external stakeholders, and initiate, action or escalate as necessary.
- Arrange and support meetings for internal and external stakeholders including the arrangement of room bookings, catering, equipment, and preparation of meeting materials.
- Undertake relevant work within designated level at the request of UNSW Canberra.
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- 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

- Sound organisational skills including ability to prioritise tasks and duties in order to meet deadlines.
- Excellent attention to detail and ability to provide effective customer service and support to clients at all levels within a team.
- Advanced written and oral communication skills.
- Proficient level of computer literacy with advanced skills in Microsoft Office applications and an ability to learn online systems and databases.
- 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.