

Mission Australia

About us:	<p>Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.</p> <p>We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	To reduce homelessness and strengthen communities.

Position Details:

Position Title:	Administration Assistant
Classification:	Service Delivery Enterprise Agreement
Level:	L 2
Function:	Administration - Stuart Lodge
Reports to:	Program Manager - Stuart Lodge
Position Purpose:	To manage and complete a range of administrative tasks vital to the efficient running of the office, including supporting other employees to complete administration duties in an accurate and timely manner.

Position Requirements (What are the key activities for the role?)

Key Result Area 1 Administration

Key tasks Position holder is successful when

Complete a range of required administration tasks including reports, working with Microsoft word and Excel spread sheets, distributing and filing meeting minutes, handling guest's mail, stationary order and stocktake, maintaining stock for kitchen facilities for administration and housing hub offices, develop and improve administrative process.

Coordinate of incoming and outgoing mail/faxes and distribution, staff roll call, checking staff timesheets have been submitted in required time frame and ensuring the efficient running of the office and site.

Managing the front office and reception area including taking phone calls, making accommodation bookings, checking in house guests, responding to queries, managing site visitors, and overseeing the functioning of the office area.

Maintain a log of all site visitors and inform the Site Manager of any unwelcome visitors.

Maintain the assets register.

Contact emergency assistance for any emergency situation.

Any other duties as directed

All administrative tasks are completed accurately and within allocated timeframes and the office are well stocked within set budgets provided.

All administrative tasks are completed accurately and within the timeframe.

The reception area is managed efficiently with all face to face and telephone queries responded to in a timely and friendly manner

Keep a register of site visitors and record of individuals that are not allowed onsite.

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U Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.

Purpose and Values

- Actively support Mission Australia's purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards.
- Actively support Mission Australia's Reconciliation Action Plan.

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- Previous experience in administrative role.
- Previous experience working under high demands environment with fast changing dynamics
- Competent in using computer packages such as Office, including Word, Excel and Power-Point
- Participant focus
- Values Alignment
- Results Orientation
- Team Spirit
- High Level Communication Skills
- Cultural Awareness
- Excellent Time Management Skills

Compliance checks required

Working with Children	<input type="checkbox"/>	
National Police Check		<input type="checkbox"/>
Vulnerable People Check	<input type="checkbox"/>	
Drivers Licence	<input type="checkbox"/>	
Seniors First Aid Certificate or willingness to obtain	<input type="checkbox"/>	
Other (prescribe)	<input type="checkbox"/>	

Approval

Manager
name

Approval
date

Patricia Ose (Acting Area Manager)

1 July 2017