

## POSITION DESCRIPTION

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# ADMINISTRATIVE ASSISTANT

Reports to: Office Administrator

Employment: Full-time (38 hours per week), can be flexible

Remuneration: \$45,000 – \$49,999 depending on experience

This role provides support to both the Office Administrator and Workforce Coordinator with the administrative functions of those roles. The role reports to the Office Administrator but will take direction from the Workforce Coordinator as well.

## KEY RESPONSIBILITIES

### Administrative Support to the Office Administrator

- Answering the phone.
- Scheduling meetings and appointments.
- Arranging staff travel.
- Note and minute taking in meetings, as required.
- Formatting documents in Word and Powerpoint.
- Data entry as required, using Excel and other online systems.
- Ordering and taking stock of office supplies.
- Writing and issuing emails on behalf of teams or senior staff.
- Collecting and distributing mail correspondence.
- Assisting with the preparation of monthly financial and operational reports as required.
- Assisting with ad-hoc requirements for background desk research.
- Some out of hours work may be required from time to time, with prior notification, due to the emergency response nature of the company.

### Administrative Support to the Workforce Coordinator

- Assisting the Workforce Coordinator with the recruiting and onboarding of contract health staff, including the preparation of contractor agreements and other administrative tasks involved in that process.
- Processing contractor invoices ready for payment; following up on late invoices.

- Data entry in the company CRM, staff rostering system, and Excel spreadsheets.
- Point of contact for the team of health contractors for administrative assistance.
- Some out of hours work may be required from time to time, with prior notification, due to the emergency response nature of the company.

## Qualifications and Competencies

- A passion for helping people and for going that extra mile when required.
- Previous experience in a similar role.
- Strong interpersonal and organisational skills.
- The ability to multitask and pivot when required.
- Intermediate computer skills (MS Word, MS Excel).
- The following skills and experience will be highly regarded but are not essential:
  - A health background
  - Formatting of Word documents
  - Design – familiarity with Adobe Illustrator or InDesign, Canva, or other software
  - ReceiptBank
  - Xero
  - BrightHR or similar staff management system
  - HubSpot or a similar CRM