



Position Description

Position:	Administration Officer
Reports to:	Corporate Services Manager
Supervises:	Nil.
Location:	Mareeba, Queensland
Classification:	Level 1.3
Employment terms:	Casual (Approx 20 -25 hours per week). Flexible work options are available
Salary:	Commencing hourly rate \$36.82 (Inclusive of 25% casual loading)
Contact officer:	Denise Hinks Phone: 07 4092 1088 hr@gulfsavannahnrm.org

About this role

The position is required to work as part of the Gulf Savannah NRM team. The Administration Officer supports the operations of Gulf Savannah NRM by providing a range of administrative services, including reception, general administration duties including data entry and filing, collating, printing, correspondence and specific administration duties set out by the Corporate Services Leader, CEO and Program Managers. Whilst the position works under the direction of the Corporate Services Leader, the Administration Officer is responsible for managing their own time, and planning and organising their administrative workload.

Duties of role

This list is not intended to be exhaustive but indicates some of the tasks that relate to the Administrative Officer role:

- Receptionist duties including answering the phone, collecting and distributing mail, etc.
- Assistance with staff and non-staff travel bookings
- Financial data entry
- Collecting credit card logs and receipts and entering information into the finance system
- Fleet management including booking vehicles in for services, monitoring cleanliness, conducting vehicle safety audits, dealing with any repairs and insurance claims, etc.
- Facilities management including organising repairs and maintenance and some office cleaning
- Managing the stationery supplies for the various office locations, ensuring that wherever possible bulk purchases are made
- Dealing with various meeting logistics which could include booking venues, arranging catering, setting up the meeting rooms, taking notes at meetings, etc.
- May be responsible for some data entry in relation to projects or assisting with uploading information to Teams
- Assist with bulk printing tasks as required
- Entering of new assets into register and allocating asset numbers
- Organising staff uniforms and assisting with IT setup
- Archiving files at the end of financial year
- Assisting with Workplace Health and Safety monitoring and reporting as required

Key attributes

Within the context of the duties described above, the ideal applicant will be someone who has the following attributes:

- Working knowledge of finance systems, use of Xero in particular
- Exceptional time management and organisational skills
- Computer literacy particularly in Office – Microsoft Word, Excel, Outlook, SharePoint and Teams

- Knowledge of principles and practices of records management and general administration
- Ability to operate standard office equipment, including but not limited to: computers, telephone systems, copiers and scanners
- Excellent written and verbal communication skills, a courteous and friendly manner and a helpful “can do” attitude
- The ability to nurture strong relationships and a commitment to teamwork
- Must have C class driver’s license

Qualifications

No mandatory qualifications, however certificates in Business Administration or similar would be highly regarded.

Other requirements

- On occasion, Gulf Savannah NRM staff may be required to travel and undertake tasks outside normal work hours. This needs to be approved by the Chief Executive Officer prior to any work being undertaken. Gulf Savannah NRM does not offer paid overtime; however, a Time Off in Lieu Agreement (TOIL) can be entered with the approval of the Chief Executive Officer and prior to being accrued.
- It is a standard requirement that successful applicants agree to undertake a pre-employment medical and random drug and alcohol testing when required by Gulf Savannah NRM.

Selection Criteria

<p>1 Management Accountability</p> <ul style="list-style-type: none"> • Demonstrated experience in administration role with a discerning eye for detail and accuracy, and experience in a wide scope of administrative support duties and tasks. • Proven ability to complete administrative and reception duties.
<p>2 Technical Responsibilities</p> <ul style="list-style-type: none"> • Very strong computer literacy skills including proficiency with Microsoft packages. • Experience in Xero is highly desirable, but on-the-job training will be provided. • Experience in taking minutes or meeting notes.
<p>3 Partnerships and Communication</p> <ul style="list-style-type: none"> • Highly developed verbal and written communication skills, with the ability to communicate clearly to the public and to other staff members. • Experience in communicating with the public.
<p>4 Problem Solving</p> <ul style="list-style-type: none"> • Effective time management skills with an ability to manage multiple tasks and meet deadlines. • Proven ability to maintain the confidentiality of information.
<p>5 Workplace Health and Safety and Personal Conduct</p> <ul style="list-style-type: none"> • Knowledge of relevant Workplace Health and Safety considerations and demonstrated awareness of requirements for Employment Equity, Ethical Conduct and the Anti-Discrimination Act.

Citizenship

To be appointed you must be an Australian citizen, have permanent residency status or a visa permitting you to work in Australia permanently.



Zoe Williams

12 February 2025

Signature

Name

Date

Chief Executive Officer
Gulf Savannah NRM