



Administration Assistant Position Description & Person Specification

The Role: Administration Assistant

Organisation: Committee for Echuca Moama Inc.

Provides support to the CEO for Committee for Echuca Moama

Engagement:

Part Time: 0.4 (2 Days) FTE OR Flexible working arrangements available

Remuneration is negotiated on experience and as outlined in the agreed contract.

Main Duties and Responsibilities:

- Supporting the CEO to undertake administrative duties including but not limited to, creation of documents, maintaining data bases, preparation and taking minutes of meetings
- Supporting the organisations membership base and updating information
- Supporting invoicing and accounts using accounting software: Xero
- Maintaining the social media strategy and promotion of the organisation
- Updating and maintaining the website
- Event planning support which includes, but not limited to, liaising with the venue, preparation of invitations, catering planning, greeting guest at the event, support of running events

Person Specification:

Education / Qualifications / Licences:

- Certification II in Business Administration would be beneficial but not required
- Drivers Licence essential
- Working with Children's Check – can be obtained

Skills:

- Good level of verbal and written communication skills
- Good planning, organisational and time management skills including ability to work with changing priorities
- Demonstrated initiative, sound judgement and a proactive approach to problem solving
- Demonstrated skills in working with others and a team environment
- Good level skills in Microsoft Office (Word, Excel and Outlook, in particular)
- Demonstrated ability to use social media and website development beneficial

Abilities:

- Have attention to detail
- Work cohesively in a team environment and autonomously where required
- Ability to work with limited supervision and to maintain strict confidentiality



Experience:

- Experience in coordinating events beneficial
- Experience in social media and website management beneficial
- Experience in Microsoft Office (Word, Excel and Outlook, in particular)
- Xero experience beneficial but not essential

Knowledge:

- Knowledge of social media and website management beneficial
- Knowledge of invoicing, accounts and budgeting beneficial
- Understanding of database maintenance and management of high sensitive data beneficial

Classification Level:

The position of Administration Assistant carries a classification [Clerks – Private Sector Award 2020](#).

Performance Standards and Review:

An annual Performance Review is undertaken with the Chief Executive Officer to determine capacity to meet the demands of the role, where additional skills training may be required and what level of job satisfaction is being obtained. Future development is also discussed and planned.

Drafted by: Deanne Armstrong Responsible person: C4EM CEO	Version: 1
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