

Role Description: Administrative Assistant

Administrative assistants will be responsible to their Area Co-ordinator/Program Coordinator. In addition, they will meet the following competencies:

General

- clearly explain administrative policies and procedures to other staff and to families,
- carry out administrative duties as required.

Documentation and data management

- keep Lifestart policy, procedure, information and proforma documents current and in adequate supply
- maintain equipment and resource inventories as needed
- maintain databases, including the Co-operative membership and Newsletter databases,
- assist team members to access information on the database

Communication

- collect and distribute mail; distribute incoming faxes; access and distribute (or notify relevant staff members of) incoming email messages, check and transcribe new answering machine messages,
- monitor key Lifestart events to enable timely preparation of associated support documents and information,
- keep notice boards up to date, removing and filing items that are no longer current
- organise mailouts of information to families, as required

Ordering

- seek quotations and prepare and place orders for services, equipment and supplies
- check off delivered items against inventories
- arrange payment or forward invoice to the relevant person for payment

Computer

- maintain IMIS client management system
- utilize Microsoft Office programs to;
 - create and update word documents
 - manage time and appointments through outlook
 - gather and organise information using excel spreadsheets
 - assist in the management of the email system, including upkeep of address books and archiving
 - use powerpoint to assist in the preparation of presentations
 - assist in the production of newsletters using publisher

Standards

- Demonstrate knowledge of Equal Employment Opportunities (EEO), OH&S principles and the Disability Service Act (DSA)
- Maintain ethical and legal boundaries with clients, families and co-workers
- Maintain Duty of Care and confidentiality
- Support the rights of children and their families
- Empower children and their families

Essential Criteria

- Demonstrated ability to work in a team environment
- Good communication and decision making skills
- Demonstrated skills in administrative process
- Effective time management skills
- Excellent Computer Skills

Desirable Criteria

- Experience working with children with a disability
- Experience working in an early childhood setting
- Experience working with families from culturally and linguistically diverse backgrounds.

