

Position: **Office Assistant**  
 Status: **Casual contract 20 hours per fortnight**  
 Grade: **Grade 1 - Social, Community, Home Care & Disability Services Industry Award 2010**  
 Reporting To: **Executive Director**  
 Position Purpose: **To provide office resource re-organisation & administrative support to the Sector Connect team**

<b>Key Responsibility Areas</b>	<b>Key Performance Measures</b>
<b>Office Organisation</b>	
Maintain, reorganise Shed and internal spaces	Sector connect resources are store safely, and are organised in a logical way
Collect and collate information for the sector connect team	Sector Connect has relevant up to date information in organised lists/tables
Organise office files	Files are either move to a paperless system or shredded if no longer relevant
Update client database and stakeholder lists and record data, asset registers	Data is accurate, organised and recorded in a timely manner
<b>Key Responsibility Area</b>	<b>Key Performance Measures</b>
<b>Administrative Support</b>	
Any other task relevant to position, as and when required	Timely positive response to tasks as directed
Provide Administrative support to 'Projects' as requested	Timely positive response to tasks as directed to ensure projects are adequately supported
<b>SECONDARY DUTIES</b>	<b>Some duties may be optional in consultation with supervisor, depending on hours worked</b>
<b>Key Responsibility Areas</b>	<b>Key Performance Measures</b>
<b>General Administrative Duties</b>	
Answer telephones, monitor sector connect emails and take messages	Phones are answered in a timely manner, and messages/emails forwarded to appropriate parties.
Support the Sector Connect team, as appropriate	Responsive attention to tasks as directed by the team members
Assist in the general day to day running of the Organisations office	Smooth and efficient office environment

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**Essential Criteria:**

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- Demonstrated experience in general office procedures
- Demonstrated ability to organise, problem solve and categorise items
- Competency in Microsoft software packages including Outlook, Publisher, Word, Excel and the Internet
- Excellent written and verbal communication skills
- Able to be flexible and to use your own initiative
- Able to work independently and as part of a diverse team
- Understand and comply with Workplace Health and Safety (WHS) legislation
- Ability to understand and abide by policies and procedures
- Working with Children's check (or an ability to get one)
- National Criminal records Check (or a willingness to get one)

**Desirable:**

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- Current Driving Licence

**Expectations:**

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- To display informed affinity with the ideas, aspirations, and ethics of Sector Connect and to identify with its purpose
- To attend regular supervision with your supervisor and staff meetings / events
- To attend appropriate development and training courses when relevant