



Position Description

Position:	ADMINISTRATION ASSISTANT
Location:	Armidale
Reports To:	Location Principal
Primary Objectives:	Assist and support the administrative operations of the office.
Expected Functions & Tasks:	<p>TECHNICAL</p> <ul style="list-style-type: none">• Provides a full range of administrative services to the Armidale Business and Financial Services teams.• Co-ordinates and manages the office printing and stationery requirements.• Provides telephone support – back office, also responsible for the prompt conveyance of answering machine messages.• Collection and delivery of mail to post office as required.• Delivery of banking as required.• Regularly tends to office filing, shredding and archiving.• Administration of Company Annual Review documents for the Armidale office• Electronic lodgement of ATO documents• Reception support, as required.• Word processing, photocopying, collating and binding of documents.• Responsible for petty cash expenditure and reconciliation, receipting and banking.• Attends to deliveries and errands as directed.• Assists with the organising catering for meetings and functions held by team, makes tea/coffee for clients when required.• Undertakes other ad hoc duties as directed. <p>OPERATIONAL</p> <ul style="list-style-type: none">• Take responsibility for the completion of work allocated and seek immediate assistance where uncertainty exists.• Adhere to internal policies and procedures.• Support other team members and promote a positive work environment.• Provides support to team members in the completion of work, including providing appropriate feedback in a constructive and helpful manner.• Actively pursues opportunities to improve work practises, client service and internal processes. <p>CLIENT SERVICE</p> <ul style="list-style-type: none">• Displays a strong client service ethic.• Produces quality client documentation and work within agreed timeframes and presentation standards.• Maintains an awareness of changes to legislation and industry practices and considers the impact of these on clients.



PERSONAL

- Demonstrates a positive attitude, enthusiasm and maturity.
- Maintains high levels of professionalism at all times.
- Responsibility for prioritising and managing own workflow within time requirements.

STRATEGIC

- Represent and promote the Firm, including participating in marketing activities, as required.
- Qualifications consistent with business administration are desirable but not essential.

Qualifications:

Knowledge and Experience:

- A minimum of 3 years on the job experience demonstrating the technical and other requirements of the job;
- Intermediate to Advanced knowledge of Microsoft office software;
- Excellent technical skills and knowledge.

Other Requirements:

- Ability to travel to client and firm sites as required.