A screenshot of a cell phone

Description automatically generated

Position Description

Coordinator Administration

Position Details

**Position Title** Coordinator Administration

**Classification** EMRC Remuneration Band – L9

**Position Number** A0213A

**Basis of Employment** Full Time

**Team Name** Operations - Hazelmere Resource Recovery Park Team

Position Objectives

* To ensure the financial, administrative, scheduling/rosters and reporting requirements for the Hazelmere Resource Recovery Park Waste Collections business function and Baywaste Transfer Station are completed in a timely and accurate manner.
* To provide operational admin support to the Chief Operations Officer, Operations Manager and Works Coordinators.

Organisational Values

The EMRC’s values describe what we believe in and how we will operate. All employees are expected to consistently demonstrate EMRC values and display the following behaviours:

**Excellence** Striving for excellence through the development of quality and continuous improvement.

**Recognition** Valuing employees in a supportive environment that focuses on their well-being.

**Innovation** Focus on innovative approaches in projects and service delivery.

**Responsiveness** Dynamic and flexible service delivery.

**Integrity** Accountability and consistency in all that we do.

Leaders ensure that the organisation’s values are created and sustained by establishing the Council’s strategic direction and providing an environment that encourages all employees to reach their potential in achieving the organisational outcomes.

Key Duties / Responsibilities

Position Responsibilities

* Provide a high level of administrative service to the Hazelmere Resource Recovery Park and Baywaste facilities.
* Coordinate the work activities of the weighbridge employees of the Hazelmere Resource Recovery Park, Baywaste facility and identify training and development requirements.
* Obtain quotations for the purchase of goods and services and coordinate the purchase of materials and assets in accordance with Council policy and procedures as required,
* Coordinate the maintenance of an up-to-date Assets Register for the Hazelmere Resource Recovery Park and Baywaste.
* Coordinate the preparation and processing of debtors and creditors invoices and monitor outstanding debtors to ensure additional waste is not accepted.
* Coordinate the collection of recyclable materials from the Hazelmere Resource Recovery Park by ensuring accurate documentation is maintained where applicable.
* Coordinate the reconciliation all income/expenditure of recyclables collected from the Hazelmere Resource Recovery Park and Baywaste Transfer Station, and perform other financial reconciliations as required.
* Assist with the annual budget and quarterly forecasting activities for he Hazelmere Resource Recovery Park and Baywaste, and monitor budget expenditure.
* Implement and maintain the Policy and Procedures Manual for the Hazelmere Resource Recovery Park.
* Coordinate the response to general enquiries relating to the Hazelmere Resource Recovery Park. Resolve customer service issues and complaints, ensuring information provided is accurate, timely and in accordance with Council’s procedures and processes.
* Maintain correct pricing structures in weighbridge software and support the sales team where required.
* Ensure the Hazelmere Resource Recovery Park and Baywaste weighbridge annual registration is maintained and current.
* Maintain accurate and efficient information storage and filing systems for the Hazelmere Resource Recovery Park and Baywaste.
* Coordinate and assist with the continuous improvement of administrative systems/procedures for the Hazelmere Resource Recovery Park and Baywaste.
* Provide back up for the Weighbridge Officers at both Hazelmere Resource Recovery Park Baywaste Transfer Station.
* Liaise with employment agencies to provide temporary employees when required to support the Hazelmere Resource Recovery Park and Baywaste operations.
* Other duties as required that fall within the Coordinator Administration’s skillset.

Work Health and Safety (WHS) Responsibilities

* Comply with all Statutory requirements.
* Take reasonable care to ensure their own safety and health whilst at work and that of others.
* Consult and cooperate with Management on matters of Occupational Safety and Health.
* Report all hazards, accidents, incidents and near misses according to the Accident/Incident Reporting process.
* Develop and follow all safe work procedures as directed by the supervisor or as otherwise directed.
* Use personal protective equipment (PPE) as required.

Organisational Responsibilities

* Ensure all documents are created, stored and maintained in accordance with the organisation’s electronic Document Management system requirements.
* Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
* Actively seek and report on methods of improving systems of work to ensure continuous improvement.
* Respond to organisational initiatives and assist in the development of the EMRC as directed.
* Represent the EMRC in a responsible and professional manner at all times.
* Comply with the policies and procedures of the organisation at all times.
* Properly organize and manage working time to ensure efficient productivity.
* Perform other duties as directed that fall within the scope of the position or the incumbent’s knowledge and skills base.

Position Requirements

Competencies

* Well-developed knowledge of administrative systems and procedures, and proficiency with office technology.
* A sound working knowledge of, and experience with, computerized accounting systems and procedures.
* A sound working knowledge of the debtors and creditors functions.
* Sound knowledge of the purchasing function and the ability to negotiate cost-effective options for the organization.
* Knowledge of the budget process including monitoring of expenditure and reporting variances.
* Well-developed written communication skills with the ability to maintain strong attention to detail and take pride in the quality of work produced.
* Well-developed communication and interpersonal skills, with the ability to liaise effectively and courteously with internal and external customers.
* Well-developed numeracy skills with the ability to pay high attention to detail and produce accurate results.
* Well-developed organizational skills with a proven ability to effectively prioritize multiple tasks to meet strict deadlines.
* Demonstrated analytical and problem-solving skills.
* Proficiency in the use of Microsoft Office products, in particular Word, Excel (intermediate level), and Outlook, with accurate word processing and data entry skills.
* High level of proficiency with database maintenance and management.
* Ability to exercise sound judgement and show a high level of initiative.
* Ability to supervise and lead a team, including performance management and the identification of training requirements.
* Ability to work effectively within a busy team environment, and also to work unsupervised.
* A can-do attitude, flexible and mature approach to work tasks, and a willingness to learn.
* Strong client focus and a proactive approach to resolving queries and problems.

Experience

* Previous experience in a similar role is essential.
* Experience managing and coordinating people.
* Experience with database management and reporting.
* Experience with Excel spreadsheets at an intermediate level.
* Experience with electronic Document Management systems is desirable.

Qualifications

* Current and valid WA “C” Class Driver’s License (or equivalent).
* Completion of training courses relevant to the position would be advantageous.

Organisational Relationships

**Responsible to** A0144A – Chief Operating Officer

**Supervision of** A0078A – Administration Supervisor

A0xxxA – Scheduling Administration roles (TBA)

A0xxxA – Collection Administration roles (TBA)

**Internal and External Liaison Internal** EMRC Management and Employees

**External** Member Council employees

Members of the general public

Schools, educational institutions and research organisations

Environmental community, not for profit and industry groups

Relevant State and Federal Government departments and agencies

Professional associations and communities of practice

Suppliers, contractors and consultants

Extent of Authority

* This position operates under the limited supervision of the Chief Operating Officer and has the authority to act within predetermined guidelines, EMRC policy and as delegated.

Selection Criteria

**Essential**

* Significant experience in a similar role.
* Demonstrable experience managing people.
* Proficiency in the use of Microsoft Office products, accurate word processing and data entry skills.
* Experience and a high level of proficiency with database management and reporting.
* Demonstrated experience with the creditors, debtors, and purchasing functions.
* Effective verbal communication and interpersonal skills, with the ability to liaise with people at all levels in an informative, accurate and positive manner.
* Ability to prioritise, organise and complete work within established deadlines, and to maintain a consistent level of professionalism.
* Ability to supervise a small team including performance management and the identification of training requirements.
* Current and valid WA “C” Class Driver’s Licence (or equivalent).

**Desirable**

* Experience with electronic Document Management systems.
* Completion of training courses relevant to the position.

Incumbent Undertaking

I acknowledge that I have read, understood, and accept the requirements of the role as described in this position description. I understand that this position description may be amended from time to time to reflect changes to the position.

|  |  |  |
| --- | --- | --- |
| Name of Employee |  |  |
| Signature of Employee |  |  |
| Date |  |  |

**Date Last Reviewed** February 2023

**Reviewed** Senior HR Advisor

**Updated** Senior HR Advisor

**Approved** Manager Human Resources