Position Description

Administration Officer

Position Details

**Position Title** Administration Officer Red Hill

**Classification** Local Government Industry Award 2010 - Level 5

**Position Number** A0041A

**Basis of Employment** Full Time

**Team Name** Operations – Administration & Weighbridge Red Hill Team

Position Objectives

* Provide effective and efficient administrative support and customer service to internal and external customers of the EMRC.

Within Business Unit

* Provide administration support to the Site Manager and Administration Supervisor and the services provided within these positions.
* Assist Site Supervisors and Weighbridge Team Members with administration duties and other activities as required.
* Produce accurately typed correspondence, reports and perform general office duties.

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 wellbeing.

**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.

Position Requirements

Competencies

* Demonstrated intermediate level knowledge of MS Office software applications including Word, Excel, Outlook, Publisher, PowerPoint and Access, with accurate word processing and data entry skills.
* Sound knowledge of administrative systems and procedures, and proficiency with office technology.
* Sound knowledge of the debtors function.
* Knowledge of the Commander Telephone System.
* Knowledge of and experience with function room layout and catering requirements.
* Effective verbal communication and interpersonal skills, with the ability to liaise with people at all levels in an informative, accurate and positive manner.
* High level of customer focus with an ability to facilitate effective outcomes for internal and external clients.
* An ability to prioritise, organise and complete work within established deadlines.
* An ability to work effectively within a busy team environment, and also to work unsupervised.
* An ability to pay high attention-to-detail and produce accurate outputs.
* A can-do attitude, flexible approach to work tasks, and a willingness to learn.

Experience

* At least five years experience in a similar position.

Qualifications

* Diploma in Business studies or appropriate on the job training and relevant experience.
* Current and valid WA Driver’s Licence.
* Current National Police Clearance (no older than 3 months).

Key Duties/Responsibilities

Administration Responsibilities

* Provide efficient and effective administrative support to the Site Manager and Administration Supervisor
* Ensure weekly and monthly statistical reports for the facility are completed and accurate.
* Input data for recording all information relating to waste management operations.
* Prepare all employee timesheets for processing.
* Input employee timesheet data into the payroll system.
* Prepare and process all debtor invoices for mailing.
* Process creditor invoices, ensuring goods and services received and correct as required
* Saving documents into records management system as required
* Undertake reception duties as required
* Process all incoming correspondence when required.
* Record the minutes for meetings as required.
* Perform relief weighbridge duties when required during normal work hours and be included on the weekend and public holiday weighbridge roster.

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 regarding Work Health and Safety.
* 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

* 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.
* Ensure all duties are performed in compliance with the procedures documented in the Business Management System (BMS) or other more current internal guideline documents.
* Properly organise 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.

Organisational Relationships

**Responsible to** A0230A – Coordinator Administration

**Supervision of** Nil

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

 **External** General Public, Member Council Officers

 Contractors, Suppliers and Consultants

 Government Agencies and Non-Government Organisation

Extent of Authority

* This position operates under general supervision and has the authority to act within established procedures, guidelines, policy, and as delegated.

Selection Criteria

Essential

* At least five years experience in an administrative position.
* A sound knowledge of, and experience with, administrative functions, general office procedures, and office technology.
* Proficiency in the use of Microsoft Office software packages and associated applications, accurate keyboard and data entry skills, and a demonstrated ability to format documents to a high standard.
* Excellent communication and interpersonal skills, with the ability to liaise effectively with difficult clients.
* Ability to prioritise work load, work under pressure, and maintain a consistent level of professionalism.
* Sound knowledge of the English language including spelling, grammar and vocabulary.
* Current and valid WA ‘C’ class driver’s license.
* Current National Police Clearance (no older then 3 months).
* Availability to work weekend and Public holiday hours on a roster system.

**Desirable**

* Diploma in secretarial studies or business college certificate or appropriate on the job training and relevant experience in a similar position.
* Previous experience in a Local Government environment.

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.

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

**Date Last Reviewed** March 2024

**Reviewed** Senior HR Advisor

**Updated** Senior HR Advisor

**Approved** Manager Human Resources