



**14 July 2021**

Dear Applicant

Application Kit – Administration Assistant

Thank you for your interest in applying for the Administration Assistant position at Northern Gulf Resource Management. This is a casual position based in Mareeba.

**To be considered for this position, applications must be submitted online at [www.mynortherngulf.org/employment](http://www.mynortherngulf.org/employment)**

**Then online application process includes the submission of the following:**

1. Online application form
2. Cover Letter
3. Resume (maximum 5 pages)
4. A separate document addressing the selection criteria (maximum 2 pages). The selection criteria are listed in the attached position description. Please provide a concise description and examples of how you consider you meet each of the criteria and use headings to clearly show which selection criteria is being addressed.

**The closing date for applications is Monday 9 August 2021 and your application must be submitted by 9am (AEST)**

Upon receipt of your application, you will be sent a confirmation email. If you do not receive an email within 24 hours or require more information, please contact Denise Hinks on 4092 1088 or [denise.hinks@northerngulf.com.au](mailto:denise.hinks@northerngulf.com.au)

All applications will be treated with the utmost confidentiality.

Kind Regards

Zoe Williams  
Chief Executive Officer



## Position description

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<b>Position:</b>	Administration Assistant
<b>Reports to:</b>	Corporate Services Leader
<b>Location:</b>	Mareeba
<b>Classification:</b>	Level 1.2
<b>Employment terms:</b>	Casual
<b>Salary Range:</b>	The salary range for a level 1.2 classification is \$45,157 – \$48,918 per annum full time (37.50 hr week) or \$23.08 to \$25.00 plus 25% casual loading per hour.
<b>Contact officer:</b>	Denise Hinks   4092 1088

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### About Northern Gulf Natural Resource Management

Northern Gulf Resource Management Group is involved in a broad range of NRM programs such as grazing lands and farming extensions, Traditional knowledge recording, environmental education and biodiversity monitoring and conservation. The Northern Gulf region stretches from Mareeba (60km west of Cairns) to the Gulf of Carpentaria coast.

### About this role

The Administration Assistant supports the operations of Northern Gulf Resource Management by providing a range of administrative services, including reception, general administration duties including data entry and filing, collating, printing, correspondence and specific administration duties set out by the Corporate Services Leader, CEO and Program Managers. Whilst the position works under the direction of the Corporate Services Leader, the Administration Assistant is responsible for managing their own time, and planning and organising their administrative workload.

### List of duties/tasks:

This list is not intended to be exhaustive but indicates some of the tasks that relate to the Administrative Assistant role:

- Receptionist duties including answering the phone, collecting and distributing mail etc
- Assistance with staff and non-staff travel bookings
- Financial data entry.
- Payroll data entry including assisting with HR records.
- Collecting credit card logs and receipts and entering information into the finance system.
- Fleet management including booking vehicles in for services, monitoring cleanliness, conducting vehicle safety audits, dealing with any repairs and insurance claims etc.
- Facilities management including organising repairs and maintenance and some office cleaning
- Managing the stationery supplies for the various office locations ensuring that wherever possible bulk purchases are made.

- Dealing with various meeting logistics which could include booking venues, arranging catering, setting up the meeting rooms, taking notes at meetings etc.
- May be responsible for some data entry in relation to projects or assisting with uploading information to Sharepoint libraries
- Assist with bulk printing tasks when required
- Entering of new asset's into register and allocate asset number.
- Organising staff uniforms and assisting with IT set up.
- Archiving files at the end of financial year
- Assisting the WHS officer when required

### **Key Accountabilities**

#### **Accountabilities**

- Assisting with financial data entry into Xero.
- Organise aspects of various meetings which may include booking venues, arranging catering, preparing and distributing agenda's and meeting papers, taking minutes and uploading key documents to Sharepoint.
- Provide effective and efficient delivery of office services including collecting mail, responding to and actioning telephone enquiries, bulk printing jobs, maintaining stationery and kitchen supplies for the office and other general office and reception duties.
- Assistance with facilities management in relation to maintaining offices, purchasing office supplies and dealing with equipment issues.
- Assisting with fleet management including booking in services, cleaning vehicles and arranging repairs.
- Assisting with travel bookings for staff
- General filing tasks which may include archiving or electronic file management.
- Assistance with other administration duties as directed.
- Updating the asset register and supporting a stocktake of assets when needed.
- Supporting inductions for new staff.

#### **Technical Responsibilities**

- This role requires exceptional time management and organisational skills.
- Ensure compliance with policies and procedures in relation to use of company property.
- Computer literacy particularly in Office - Microsoft Word, Excel, Outlook and Sharepoint.
- Knowledge of principles and practices of records management and general administration.
- Ability to operate standard office equipment, including but not limited to, computers, telephone systems, copiers and scanners.

#### **Partnerships and Communication**

- Build positive and mutually beneficial working relationships with all Northern Gulf RM staff.
- In this role, the Administrative Assistant will be in daily contact with the public and Northern Gulf RM staff. This role requires:
  - good communication skills
  - a courteous and friendly manner and a helpful "can do" attitude
  - the ability to nurture strong relationships and

- a commitment to teamwork
- The role also requires exceptional communication skills to communicate with community members, employees, directors and the CEO.

**Problem Solving**

- Under the guidance of the CEO, interpret and follow policies and procedures and processes.
- Judgment is required when prioritising tasks to ensure deadlines are met.

**Organisation wide responsibilities**

- Participate in performance review processes.
- Perform all duties in accordance with Northern Gulf Resource Management Policies and Procedures and code of conduct.
- Actively promote and foster a culture whereby all managers and employees comply with Workplace Health and Safety provisions in each workplace.

**Additional Factors**

- C' class drivers' licence is required. The position may be required to work flexible hours which may include out of ordinary working hours and weekends when there are specific meetings that require administrative assistance.
- You must be eligible to work in Australia (you are an Australian citizen or a permanent resident of Australia or New Zealand or have a valid visa that provides work rights).

**Selection Criteria**

<b>Accountabilities</b>		
<ul style="list-style-type: none"> <li>▪ Demonstrated experience in administration role with a discerning eye for detail and accuracy and experience in a wide scope of administrative support duties and tasks.</li> <li>▪ Proven ability to complete administrative and reception duties.</li> </ul>		
<b>Technical Responsibilities</b>		
<ul style="list-style-type: none"> <li>▪ Very strong computer literacy skills including proficiency with Microsoft packages.</li> <li>▪ Experience in Xero is highly desirable, but on the job training will be provided.</li> <li>▪ Experience in taking minutes or meeting notes.</li> </ul>		
<b>Partnership and Communication</b>		
<ul style="list-style-type: none"> <li>• Highly developed verbal and written communication skills, with the ability to communicate clearly to the public and to other staff members.</li> <li>• Experience in communicating with the public.</li> </ul>		
<b>Problem solving</b>		
<ul style="list-style-type: none"> <li>▪ Effective time management skills with an ability to manage multiple tasks and meet deadlines.</li> <li>▪ Proven ability to maintain the confidentiality of information.</li> </ul>		
<b>Workplace Health and Safety</b>		
<ul style="list-style-type: none"> <li>• Knowledge of relevant Workplace Health and Safety considerations and demonstrated awareness of requirements for Employment Equity, Ethical Conduct and the Anti-Discrimination Act.</li> </ul>		

Zoe Williams	Zoe Williams	14/07/2021
<b>CEO Signature</b>	<b>Name</b>	<b>Date</b>

