**Job Description**

**Administration Officer**

**Central Regional TAFE**

**Level 1**

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| **Position Number:** **Division****Branch:** **Location:**  | 40000153Training Services Geraldton**Training Delivery Gascoyne**Exmouth | **FTE:****Agreement/Award:** | 0.6Government Officers’ Salaries Allowances and Conditions Award 1989Public Service and Government Officers General Agreement 2014 or as replaced |
| **Reporting Relationships**Training Director Gascoyne GO7 Coordinator Exmouth Campus GO3*Other officers reporting to the above office:*Nil*This Office – officers under direct responsibility* Nil |
| **Key Role Statement**  Undertakes clerical duties as required. Serves as first point of contact for internal and external clients. |
| **Key Responsibilities**Level 1 Officers within the College may be required to undertake any of the following duties, or duties as per the Public Sector Guidelines:**Clerical*** Undertakes word processing/typing and data entry as directed.
* Operates computerised systems including word processing, typing, spreadsheets and data base.
* Enters data related to enrolments and assessments.
* Operates photocopier and other administrative equipment.
* Undertakes filing and archiving of College records.
* Sorting and distribution of mail.
* Undertakes room bookings.
* Undertakes on-line enrolments.
* Operates Reception cash register and issues receipts.
* Provides administrative support to the Training Director and lecturing staff.
* Assists with enrolments and exams.
* Prepares correspondence, reports and other documents for distribution as required.
* Provides relief for other areas.
* Assists with the procurement of goods and services in accordance with regulations, policies and guidelines.
* Checks incoming goods for quality and quantity.
* Maintains stationery and storage areas.
* Assists with data entry related to purchasing on the College computerised finance system.
* Assist with the raising of purchase orders.
* Records correspondence for College Records System.

**Customer Service*** Attends to the Reception/Switchboard area.
* Answers public and internal inquiries.
* Refers clients to areas within the College.
* Communicates effectively with staff, students and members of the public.
* Assists in the enrolment process during enrolment periods.
* Provides advice and assistance to clients regarding College academic programs.
* Organises and promotes Adult and Community Education Courses.

A number of positions within the College may have duties specific to their areas that are not listed on this generic Job Description Form.

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| **Selection Criteria****Eligibility*** Current “C” Class Driver’s Licence.

**Essential** (maximum of 5)* Experience in working in a customer focussed working environment.
* Good interpersonal and communication skills, both written and oral.
* Sound keyboarding skills including word processing (minimum 40wpm), spreadsheets and data entry.
* Ability to work in a team environment.
* Sound organisational skills, including abilities to prioritise, set and meet deadlines and work independently.

**Other Requirements*** May be required to work from any College campus.
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**CERTIFICATION**The details contained in this document are an accurate statement of the position’s responsibilities and requirements.

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| Business Unit Manager | Managing Director |
| Name: |  | Name: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

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