**Job Description**

**Administration Officer**

**Central Regional TAFE**

**Level 1**

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| **Position Number:**  **Division**  **Branch:**  **Location:** | 40000153  Training Services Geraldton  **Training Delivery Gascoyne**  Exmouth | **FTE:**  **Agreement/Award:** | 0.6  Government Officers’ Salaries Allowances and Conditions Award 1989  Public 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.   |  | | --- | | **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. |   **CERTIFICATION**  The details contained in this document are an accurate statement of the position’s responsibilities and requirements.   |  |  |  |  | | --- | --- | --- | --- | | Business Unit Manager | | Managing Director | | | Name: |  | Name: |  | | Signature: |  | Signature: |  | | Date: |  | Date: |  | | | | |