



JOB DESCRIPTION FORM

38413011 Administration and Project Assistant

POSITION IDENTIFICATION

Classification Level: Level 2

Award/Agreement: PSA 1992/PSGOGA 2014

Position Status: Temporary Full Time

Organisation Unit: 384 Goldfields-Esperance Development Commission

Physical Location: 377 Hannan St, Kalgoorlie, WA 6430

POSITION RELATIONSHIPS

Responsible to:

38413000 Chief Executive Officer Band 4 Special Division CEOs

38416002 Assistant Director, Business Management Level 8

38415001 Business Services Manager Level 7

38413013 Finance & Administration Officer Level 4

THIS POSITION: **38413011 Administration & Project Assistant Level 2**

Number of direct reports: Nil

ABOUT THE COMMISSION

The Goldfields-Esperance Development Commission (GEDC) is a Western Australian State Government agency committed to encouraging and promoting economic and social activity in the Goldfields-Esperance region of Western Australia.

Our mission is to increase investment and attract population to our region.

The functions of the GEDC are to:

- Maximise job creation and improve career opportunities in the region.
- Develop and broaden the economic base of the region.
- Identify infrastructure services to promote business development within the region.
- Provide information and advice to promote business development within the region.
- Seek to ensure that the general standard of government services and access to those services in the region is comparable to that which applies in the metropolitan area.
- Generally, take steps to encourage, promote, facilitate and monitor the economic development in the region.

KEY RESPONSIBILITIES

Undertake reception duties and provides administrative and project support to the GEDC staff as required.

WORK DESCRIPTION

- Manage reception duties including directing telephone calls and client enquiries.
- Assist staff with project research, data collection and production of reports.
- Collection of daily mail.
- Maintain incoming and outgoing mail registers.
- Distribute correspondence to appropriate officers.
- Maintain booking diaries for conference rooms and videoconferencing facilities and assists with setting up meetings.
- Maintain contact data base.
- Provide secretarial and administrative support to staff.
- Daily backup of computer server, reports maintenance issues to local IT service provider and assists staff with minor IT issue's.
- Maintain the filing system in accordance with the Records Management Policy and keep records up to date, including destruction of records.
- Procure consumables as needed.
- Maintain office stationery supplies.
- Attend to routine office maintenance.
- In liaison with the Department of Regional Development (DRD) assist maintaining the GEDC asset register and the GEDC inventory register.
- Assist with the creation of new procedures and maintain the administration and induction manuals.
- Assist with the collation and preparation of the Annual Report.
- Perform Executive Assistant duties when required.
- Other duties as required.

WORK RELATED REQUIREMENTS

ESSENTIAL (Selection Criteria)

1. Good literacy and numeracy skills.
2. The ability to use computers effectively in an administrative setting, including accurate and reasonable typing speeds and proficient word processing skills.
3. The ability to perform numerous tasks utilising Microsoft packages including Word, Excel, Power Point Presentation (PPS) and Outlook.
4. Experience in reception duties.
5. Ability to participate as a team member and work unsupervised.
6. Good interpersonal skills.
7. Demonstrate good written and oral communication skills.
8. Good organisational skills.
9. Experience in an office environment.

DESIRABLE

Current C class licence

SPECIAL REQUIREMENTS/EQUIPMENT

Nil

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.



Signature: _____

Date: 1 March 2017

DIRECTOR

CERTIFICATION DATE: January 2017