POSITION DESCRIPTION

PA / Administration Officer

Position Title	Personal Assistant / Administration Officer
Department	All
Reports To	Chief Executive Officer, Director and Accountant.
Position Summary	The position is responsible for assisting the Director and CEO with their administrative needs and coordinating the day-to-day administrative operations of the office.
Key Selection Criteria	- Outgoing, motivated personality - Strong working knowledge of MS Office Suite 365 including strong Excel skills - Ability to learn new technologies quickly and with ease - Ability to work in a fast-paced working environment with constant changes - Commitment to innovation and continuous improvement
Location	Melbourne Head Office
Date Prepared	20.8.2018
Key Liaisons	<u>Internal</u>: CEO, Director, Operations Manager, Office staff, Trainers & Students. <u>External</u>: Government Departments and Agencies, Banks, Agents, Auditors, Insurance Companies, Institute suppliers, Industry Agencies, Prospective Students

PA/ Administration Tasks
- Assistance to the Director and CEO including
  - Filing
  - Bookings, travel and accommodation
  - Research and report writing, submissions to various authorities and government departments
  - Tasks will vary at request
  - Liaison between SIU and Hunters & Disciples for rostering students into the café - create a bookings system

Daily - Financial assistance
- Answering phones & distributing and/or replying to mail
- Scan receipts and invoices to bookkeeping company
- Take student payments

Weekly
- Review sick leave and trainer assessment registers to submit to book keeping company to complete payroll
- Maintain Petty cash including all business operations (scan in receipts and complete spreadsheet); reporting to Operations Manager and CEO monthly Petty cash spends and preparing cheques for director to sign
- Follow-up student payments not received via phone call
- Check payment plans are in place for all students with outstanding fees
- Update and maintain course fees and material costs in relevant systems, including website
- Assist RTOs with scanning and saving of student files

Yearly
- Maintain insurances, business names and company documents
- Help CEO prepare documents for funding contracts
- Prepare financials for funding contract renewals