

## Position Description

<b>Position title</b>	Administration Officer
<b>Reports to</b>	QLD Regional Manager
<b>Typical experience</b>	3+ years
<b>Location</b>	QLD – Sandgate
<b>Direct reports</b>	Nil
<b>Utilisation target</b>	N/A
<b>Position ID</b>	PD070
<b>Position purpose</b>	The role is responsible for providing project and administrative support to our QLD Team.

<b>Key aspects and responsibilities</b>	<p><b>Office Administration</b></p> <ul style="list-style-type: none"> <li>- Be main point of contact for our QLD Team including incoming phone calls and mail distribution.</li> <li>- Assist with the general up-keep of our Sandgate office and coordinate repair and maintenance for the Cairns office when required.</li> <li>- Maintain stationery and office supplies and equipment</li> <li>- Organise conferences and social functions where required.</li> <li>- Provide administrative support to the QLD Team.</li> </ul> <p><b>Project Support</b></p> <ul style="list-style-type: none"> <li>- Purchasing and general upkeep of field equipment, loading in and out of vehicles in preparation for fieldwork by Project Managers.</li> <li>- Co-ordinate QLD vehicle bookings and manage vehicle maintenance.</li> <li>- Assist in booking site inductions for consulting staff.</li> <li>- Assist with project booking requests and internal travel arrangements.</li> <li>- Maintain and update asset register of field equipment.</li> </ul> <p><b>Financial</b></p> <ul style="list-style-type: none"> <li>- Ensure entry and use of business-related expenses are in accordance with policy, limits of authority and project budgets.</li> </ul> <p><b>Health, Safety and Culture</b></p> <ul style="list-style-type: none"> <li>- Collation and filing of project SWMS.</li> <li>- Play an active role in your safety and the safety of others around you</li> </ul>
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	<ul style="list-style-type: none"> <li>- Ensure that all work is carried out with compliance to workplace health and safety laws, regulations, policies and procedures. Participate in HSE consultation and training initiatives</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- Relevant qualification in administration, business or equivalent experience.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- At least 3 years' relevant experience in a similar position.</li> <li>- Proficient in the use of Office365.</li> <li>- A track record of working in a collaborative office environment.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>- Demonstrated ability to prioritise and manage multiple tasks with the ability to meet deadlines.</li> <li>- Ability to deal with pressure and maintaining confidentiality.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>- First Aid Certificate and current driver's licence.</li> </ul>

<b>Employee name</b>	
<b>Signature</b>	
<b>Date</b>	

The employee's signature confirms that the position holder and manager have read the position description and are satisfied that it accurately describes the position.

Reviewed by	Amendments	Policy Approved By	Date
Created	New position description	Belinda Kimber / Cameron Harvey	10/03/2021