



# The Fred Hollows Foundation

## Job Description

<b>Name</b>	Vacant
<b>Job Title</b>	Administrative Assistant
<b>Division</b>	Indigenous Program
<b>Position type</b>	Full time position, based in the Darwin office
<b>Reporting &amp; working relationships</b>	This position reports to the Operations Manager and is supervised by the Administration and Accounts Coordinator
<b>Date</b>	June 2009

<b>Role summary &amp; time allocation</b>	<b>% time</b>
<p>The Administrative Assistant is responsible for the effective and efficient functioning of the Darwin reception and office as well as general administrative functions of Indigenous Programs. Major responsibilities include:</p> <ul style="list-style-type: none"> <li>• Reception</li> <li>• General administration</li> <li>• Staff Support</li> <li>• Coordinate the Indigenous Program photo collection</li> <li>• Resource management</li> <li>• Data entry/accounts processing</li> </ul>	<p>30%</p> <p>15%</p> <p>25%</p> <p>10%</p> <p>10%</p> <p>10%</p> <p>100%</p>

<b>Responsibilities and related tasks</b>	<b>Performance objectives</b>
<p><b>Reception</b></p> <ol style="list-style-type: none"> <li>1) Answer the phone, handling enquiries, taking messages and arranging teleconference calls.</li> <li>2) Organise couriers.</li> <li>3) Distribute incoming faxes and advising staff of communication errors for outgoing faxes.</li> <li>4) Open, record and distribute daily mail and preparing mail for mail outward processing.</li> <li>5) Maintain the leave, travel and reporting calendars.</li> <li>6) Meet and greet visitors for meetings.</li> </ol>	<p>Friendly, efficient and effective functioning of the reception duties that satisfies employee needs.</p>
<p><b>General administration</b></p> <ol style="list-style-type: none"> <li>7) Liaison with Sydney office Administration staff</li> <li>8) Manage the stationary and consumable supplies</li> <li>9) Coordinate travel and accommodation bookings for the Indigenous Programs staff</li> <li>10) Manage motor vehicle registration, insurance and maintenance</li> <li>11) Purchase and maintain office equipment and supplies</li> </ol>	<p>Efficient and effective functioning of office and administration that is timely and accurate.</p>

12) Manage hard copy archiving system 13) Manage Darwin office Resource Library 14) Coordinate any general office functions required 15) Coordinate any hospitality arrangements for staff events 16) Act as primary person for server back up tapes on a daily basis	
<b>Support</b> 17) Provide support to Indigenous Programs Manager	Provide support in a timely and accurate manner.
<b>Coordinate the Indigenous Program photo collection</b> 18) Scan, caption and catalogue all backlog and new photographs for the Indigenous Program in Fotoware, ensuring they are viable for use in print and online media 19) Coordinate permissions requests for use of images and footage by internal and external audiences	Load viable Indigenous Program images to Fotoware within a fortnight of receipt of catalogue details from photographer. Process the backlog of images by agreed timeframes.
<b>Resource Management</b> 20) Manage Darwin office resource library 21) Maintain and manage assets register and general asset management	Resource library up to date and organised. Assets register up to date and assets maintained to high standard.
<b>Data Entry/Accounts processing</b> 22) Provide data entry and accounts processing as requested. 23) General support to the Accounts and Administration Coordinator.	Data entry/accounts processed as requested and in timely and accurate manner.
<b>Other Duties</b> 24) Understand and comply with Policies and Procedures Manual. 25) Undertake training as requested by Manager. 26) Maintain a high level of tidiness within the Darwin office. 27) Other duties as may arise.	Full compliance with Policies and Procedures Manual.  Performance measures will be agreed when other duties arise.

Authorised by HR Manager

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Date

***This job description defines the broad responsibilities of this position. Please refer to the work plans for more specific details of the strategies and performance indicators.***

I have read, understood and agree to meet the requirements of the job description.

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Name

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Signature

.....  
Date