

POSITION DESCRIPTION

Administrative Assistant

The Administrative Assistant provides general administrative assistance to the Professional Learning, Bookshop and Clinic Teams at SPELD NSW.

Basis of Employment

This is a part-time role (3 days per week, Tuesday, Thursday & Friday, 8.15am to 4.15pm, including a 30-minute unpaid meal break).

This role will be based in the SPELD NSW office in Parramatta.

The SPELD NSW office is closed for 3 weeks over the summer holidays, accrued annual leave is generally taken during this summer holiday closure period.

Main Duties/Responsibilities

1. Bookstore Administrative Assistance

Providing administrative assistance to the Bookstore team, including:

- Unpacking orders received from suppliers, stocking bookstore shelves and attending to the organisation of stock within the Bookstore
- Picking, packing and despatching orders from bookstore customers
- Assisting with stocktakes

2. Professional Learning Administrative Assistance

Providing administrative assistance to the Professional Learning team, including:

- Setting up the SPELD NSW office for upcoming professional development events and parent workshops
- Providing support services at face to face professional learning and parent workshops including provision of morning tea and lunch, tea and coffee services and tidying workshop, bathroom and catering spaces (including dishwashing cutlery and crockery)
- Printing and collating professional learning resources

3. Clinic and General Office Administrative Assistance

Providing administrative assistance to the Clinic and SPELD NSW office, including:

- Scanning test paperwork for the Clinic
- Undertaking postal and mailing requirements for the office including by attending to incoming and outgoing mail, picking up parcels from the post office
- Assistance with the ordering and storing of office and event supplies

- Ensuring the overall tidiness of the SPELD NSW Office, and its general professional appearance including tidying the kitchen and running the dishwasher
- Undertaking document management (copying, printing, laminating, filing etc) tasks
- Assisting with other administrative tasks from time to time

4. General support

To support the Executive Officer in the implementation of SPELD NSW's objectives, policies and practices, particularly in respect of confidentiality, privacy, workplace health and safety and equal opportunity, and to undertake such other appropriate duties as directed in order to achieve these goals.

Relationships

This position reports to the SPELD NSW Finance and Office Manager.

The key interactions of the role are with:

- the Executive Officer
- the Finance and Office Coordinator and other members of the SPELD NSW Admin team
- other members of staff and SPELD NSW volunteers
- SPELD NSW suppliers

Selection Criteria

Essential

- a) Prior office administration experience
- b) Organisational skills and attention to detail
- c) Sound written and oral communication skills
- d) Computer skills, including knowledge of the Microsoft Office suite
- e) Demonstrated ability to work co-operatively in a team as well as independently as required
- f) Ability to be flexible, take initiative, organise own work and multi-task

Desirable

- a) Experience working in a not-for-profit organisation

Appointment Prerequisites

- a) Current Working with Children Check

Prepared by:	Georgina Perry	28 August 2023
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