

Local title of job: Administrative Officer – MAMS Project

Position number: 19758

Statement of Duties

List of Tasks or Duties:

List the most important or time-consuming tasks or duties first. The list is assumed to include the general requirement 'Any other duties, consistent with the employee's classification / qualifications, as directed by the supervisor' and this need not be written in.

General MAMS Support Services (30% time commitment)

- Processes all incoming and outgoing mail; composes responses; verifies outgoing mail for accuracy and completeness;
- Maintains MAMS filing system, performs input and retrieval of files, determines all file codes;
- Maintains reference materials, resource material, and archives;
- Maintains up-to-date mailing lists and database;
- Responsible for office supplies ordering and budget;
- Manages and prepares year-end inventory;
- Provides administrative assistance to all staff on an as-needed basis.

Financial Administration (10% time commitment)

- Creates and modifies financial statements using Finance One;
- Enters and prepares purchase orders, delivery and payment of invoices;
- Organises the invoicing/reimbursement of expenses from external organisations;
- Prepares the bank, investment report, and balance sheet reconciliation;
- Assists in the preparation of the year-end audit.

Meetings (20% time commitment)

- Co-ordinates travel and accommodation arrangements;
- Co-ordinates venue bookings and confirmation of attendees;
- Circulates pre-meeting packages;
- Provides on-site assistance where required. Records the minutes. Confirms minutes with PM and then with the respective Chair prior to distribution;

Reports/Publications/Correspondence (15% time commitment)

- Performs research. Designs and drafts reports and promotional documents;
- Proof reads material for accuracy and layout;
- Maintains the calendar of events and is responsible for distribution;
- Co-ordinates the production and updates of Policy Manual in cooperation with the PM;

Communications (20% time commitment)

- Assists Webmaster with web site postings;
- Ensures key items are translated and distributed as required.

Special Projects (5% time commitment)

- Provides assistance where required;

Summary of Selection Criteria

Essential Selection Criteria:

- Relevant tertiary qualification and subsequent relevant experience or equivalent combination of relevant experience and/or education/training;
- Exceptional organisational skills to manage competing priorities; ability to work independently and use own initiative;

- Ability to interpret policy and to develop and implement effective office procedures;
- Skills in word processing, developing presentations, utilising spreadsheets and web-page editing;
- Knowledge of finance management practices;
- Proficiency in finding information through the internet/intranet;
- Excellent interpersonal and liaison skills; ability to deal with people at all levels;
- Ability to work to deadlines;
- Commitment to quality customer service and teamwork; maturity to deal with confidential material.

Desirable Selection Criteria:

- Understanding the role of the Centre and its obligations to the University;
- Broad understanding of the roles of the various university governing bodies;
- Ability to develop comprehensive knowledge of university policies, procedures and complex policy issues.