



POSITION DESCRIPTION

Administration Assistant

Position Title	Administration Assistant
Position Number	2030
Directorate	Corporate Services
Reports To	Shared Services Manager
Award Level	2

Position Objective

The purpose of this role is to provide assistance in relation to Council's Administration and Finance functions and ensure all jobs allocated are completed within industry timeframes.

Key Responsibilities

The following outlines the key responsibilities of the position, but is not all encompassing:

- Assist the relevant Officer to carry out functions within the administration and finance areas of Council;
- Assist with Receptionist duties, including but not limited to, cashiering; banking; recording outgoing mail; taking and redirecting telephone enquiries;
- Perform word processing and data entry duties as directed;
- Perform photocopying, laminating, binding or other office functions as directed;
- Provide courteous customer service to all clients and visitors or Council;
- Ensure all tasks allocated are completed accurately and in a timely manner;
- Work in cooperation with other business units and Directorates as reasonably required;
- Other duties as reasonably expected within the scope of the position, abilities and training.

Key Attributes and Experience

- Experience as an administration all-rounder is highly desirable;
- Possess well-developed interpersonal and communications skills;
- Possess well-developed customer services skills;
- Possess sound literacy and numeracy skills;
- Have demonstrated working knowledge of Microsoft Office Software, particularly Word and Excel;
- Accurate computer data entry and keyboarding skills;
- Demonstrated ability to maintain confidentiality relating to Council business;
- Sound understanding of Workplace Health and Safety practices.

Qualifications

- Current unrestricted driver's licence;
- Completion of year 10 as a minimum requirement.



Remuneration Schedule

Administration Assistant

REMUNERATION SCHEDULE – SALARY AND CONDITIONS

Administration Assistant

This schedule commences from _____ and remains in force unless varied in accordance with the provisions of the contract, Certified Agreement, Award or by agreement in writing between the employee and Council.

The remuneration package will be inclusive of the following: -

1. Commencement salary of \$48,857.12 per annum in accordance with LGO 1/2 of Council's Certified Agreement 2015.
2. Remote Area Housing Assistance allowance paid in addition to the salary as per the Certified Agreement (currently \$30 per week).
3. Five (5) weeks annual leave per annum (plus 17.5% leave loading) subject to sufficient accrual of entitlement and generally becomes available after 12 months service as per the Certified Agreement.
4. Provision for a Rostered Day Off (RDO) per month, subject to sufficient accrual of entitlement. Accrued RDO's at any one time should not exceed five (5) days.
5. Ordinary hours of work are 36.25 hours per week (38.15 hours less 1.9 hours towards a monthly RDO) Monday to Friday, with 20 minutes paid morning tea break and 50 minutes unpaid lunch break.
6. Council shall make compulsory superannuation contributions on the employee's behalf to the Local Government Superannuation Scheme in accordance with the requirements of the Local Government Act 2009. The current rate is 9.5% of ordinary earnings. The employee shall be liable to make minimum superannuation contributions of 6% of ordinary earnings and Council will further increase the employer contribution by 2.5% of ordinary earnings. Employee contributions are voluntary at commencement but become compulsory after 12 months or continuing employment in a relevant Local Government body. Salary sacrifice options are available for employee and/or additional employee contributions and subject to conditions set down by the Australian Tax Office.
7. Uniforms and protective clothing are to be provided in accordance with the Certified Agreement and relevant Council policies.
8. Other conditions as per Council's Certified Agreement 2015 and the Queensland Local Government Industry Award State - 2017.