



## Position Description – Administration Assistant – Engineering

### Job Title

Administration  
Assistant

### Reports To

Manager / Director

### Supervisory Responsibilities

Nil

### Applicable Award

Local Government (State) Award 2017

### Overall purpose of the position

- To provide a high level of confidential and efficient administrative support to the Engineering Services Director.
- To coordinate and maintain efficient and effective administrative systems and processes.
- Project a professional, co-operative, confidential and courteous image when liaising with the General Manager, Mayor, Councillors, Management, staff and general public.

## Tasks and responsibilities

- Provide a confidential and efficient support service for the Director, Managers and Technical Officers including secretarial and administrative duties.
- Provide a key liaison role for the team, including seeking information relating to research tasks and/or briefing material, distribution of work, relaying of instructions and arranging meetings and appointments.
- Assess and prioritise telephone calls and counter enquiries and initiate appropriate action and/or reply.
- Promote efficient time management by arranging meetings, conferences, appointments and travel including liaison with other senior management and preparation of supporting materials.
- Ensure administrative systems operate in a timely and efficient manner, including correspondence management, complaints handling, record keeping and overall customer service response.
- Organise functions, community events and meetings, and public meetings including preparation of the agenda, taking minutes as required and follow up on actions arising from the minutes.
- Production of reports and correspondence as required.
- Generate purchase orders and payment of invoices as required.
- Provide relief Cashier/Customer Service duties as required.

## Equal Employment Opportunity

The Gwydir Shire Council is an Equal Employment Opportunity Employer and appoints on the basis of merit. Merit is determined by assessing the applicant's abilities, qualifications, experience, work performance and personal qualities relative to the requirements of the position.

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## **Requirements of the Role.**

### **Essential**

- Class C Driver's Licence
- High-level organisational, planning, time management, priority setting and analytical skills.
- High-level interpersonal skills including the ability to liaise effectively and courteously with internal and external customers; including effective conflict management and complaints management skills.
- High-level verbal and written communication skills.
- Demonstrated skills in managing information in a professional, discreet and confidential manner.
- Computer literate with advanced knowledge of Microsoft Office, Internet and E-Mail Applications.
- Ability to work unsupervised, both independently and as part of a team.

### **Desirable**

- Basic level of business acumen
- Presentation and Desktop publishing skills

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## Employment Declaration

- I agree with and understand the requirements of my employment, as detailed in this position description.
- I have had the opportunity to ask questions regarding the terms of my employment and have received satisfactory answers.
- I understand that the above position description describes the general nature of my employment, and that other duties may be required of me upon request.
- I understand that I will not be asked to participate in additional duties that are unreasonable, or outside of my capability and training.
- I understand that I will receive in-house training in aspects of my employment that I am not currently proficient, in order to satisfactorily meet the position requirements.
- I will take reasonable care for my own health and safety.
- I will take reasonable care for the health and safety of others.
- I will comply with any reasonable instruction given by the GSC.
- I will cooperate with any reasonable policies and procedure of the GSC.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_

### Office Use Only

**Prepared by:**

**Date:**

**Signature:**

**Position:**

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