



Assistant Administration Officer Grade 3 SCHADS Award 2019

Part time 3 days per week

We are seeking an Assistant Administration Officer who will be responsible for providing administrative and accounting support to the organization, providing a courteous, welcoming, accurate reception and information service. Assistant Administration Officer takes substantial responsibility for the completion of various administrative tasks, provides secretarial support and assistance, under the general direction of a worker at a higher grade. The Assistant Administration Officer is responsible for planning and prioritizing his/her work and managing his/her time. The person is expected to exercise an accountable degree of judgment, initiative, confidentiality, and sensitivity in the performance of the specialized area of work for which he/she is responsible.

The position also provides administrative and accounting support for the organization's projects and services including but not limited to the NDIS Appeals Project. The Assistant Administration Officer is also responsible for MDAA website/Facebook/Twitter and other social media formats. In addition, the role involves the preparation and delivery of computerised and hard copy MDAA newsletter, designing and publishing MDAA's brochures, pamphlets, and other resources well as assistance in organizing MDAA activities.

Selection Criteria

Knowledge:

- * Demonstrated sound experience in reception/administrative functions
- * Demonstrated sound experience in using an information database
- * Demonstrated sound experience in to liaise with a range of different people
- * Demonstrated knowledge of the NDIS framework

Skills:

- * High level customer service skills
- * Demonstrated oral and written communication skills including the capacity to communicate and work with people from diverse backgrounds
- * Ability to use computers within the workplace including word processing, databases, and email, willingness to enhance and use skills in modern promotion/information delivery technology
- * Ability to work under pressure

Attributes:

- * Understanding of and commitment to social justice issues for people from culturally and linguistically diverse / non-English speaking backgrounds with disability and their families/carers.
- * Well-developed interpersonal skills including the ability to work with individuals from diverse backgrounds and cultures, and to work as part of a multidisciplinary team to develop collaborative relationships and networks between agencies.

In addition, the Assistant Admin Officer must undertake police and Working with Children checks (government requirement) prior to commencement and have no serious offenses that may affect working with vulnerable people.

To be successful in this exciting role you must have:

A tertiary qualification and/or demonstrated equivalent experience in community or social services, recreation, and leisure, health, business or allied discipline

To apply, please submit a detailed cover letter identifying how you successfully meet the Selection Criteria and include a copy of your current resume/CV.

Send your application to:

Confidential, Jozmaye Benn

PO Box 884 GRANVILLE 2142

Or email: jobs@mdaa.org.au

Applications must be received by:

Close of business Monday 6 July 2020