

POSITION DESCRIPTION

DATE OF ISSUE January 2024

POSITION **Administration Assistant**

ORGANISATIONAL ACCOUNTABILITY Business Manager

TYPE Part time (3 or 4 days per week)/ 22 to 30 hours per week
Opportunity for increase in hours

LOCATION Melbourne - Brunswick or Camberwell Office as required and Work from Home

WHO WE ARE We are a small passionate group of road safety practitioners who are committed to improving our road network to ensure the safety and well-being of all road users. We do this in many practical ways that include engineering, strategy, policy, and training programs.

Upskilling our colleagues in the industry is a vital and important part of our overall aim to reduce road trauma, and we develop and deliver a range of road safety technical training programs for those working in the industry.

PURPOSE The role of the Administration Assistant is to work closely with the Office Manager to support administration tasks, manage site offices and staff.

ABOUT YOU You're the organiser in your group of friends, you have a can-do attitude, can manage multiple tasks simultaneously and are highly organised with great attention to detail.

You positively influence change, enjoy learning new skills, have a high level of autonomy, take initiative and have good judgement.

KEY RESPONSIBILITIES

- Customer service - responding to enquiries via phone/email
- Invoicing and Outstanding account follow up using MYOB
- Creditors payments & reconciliation
- Tracking training registration invoicing & payments
- Updating Project Management Database
- Supplier administration
- End of month accounts procedures
- Assisting Office Manager where required
- Other ad-hoc duties as required
- General office management tasks such as correspondence, filing and assisting the team with reports and documents
- Taking on Office Manager duties during leave/ absences

KEY SELECTION CRITERIA

- High level of competence with Microsoft Office suite including Word, Excel and PowerPoint
- Good knowledge of MYOB including accounts receivable, accounts payable, payroll, superannuation payments, bank reconciliation, PAYG, BAS and banking
- General office management and administration experience
- Strong time management, organisational, attention to detail and administration skills
- Ability to work autonomously
- Ability to approach the work in a positive, open and enthusiastic manner
- Excellent written and verbal communication skills

WE OFFER: A flexible work environment to fit around your life.
Working with a passionate, friendly and high performing team.
Training and on-job mentoring for areas of lesser experience/knowledge.
Opportunities to develop and grow the role in a supportive environment. We encourage you to identify and recommend changes to procedures to continually improve the administration.