

POSITION DESCRIPTION – ADMINISTRATIVE ASSISTANT

Position Title	Administrative Assistant Upper Hunter Where there's a Will Pty Ltd (UHWTAW)
Role Reports To	Administration Officer
Hours	5-10 hours per week
Salary	SCHADS Award, dependant on experience

Our Mission

To lead and promote evidence-based wellbeing literacy and practices, that will foster cultural change in our Upper Hunter schools, families and community.

Position Overview

The Administrative Assistant will be responsible for providing efficient and effective high level administration duties to support the operational requirements of UHWTAW, within the guidelines of the strategic direction of the charity.

This is an ongoing casual position offering flexible working hours. There is scope for this position to grow and develop over time with the charity.

This position will work closely with the Administration Officer, Board of Directors, Education Facilities & Volunteers.

Position Specific Duties

1. General administration day to day procedures
2. Organise and schedule appointments
3. Write and distribute email, correspondence memos, letters and forms
4. Assist in the preparation of regularly scheduled reports
5. Maintain contact lists
6. Maintain the filing system
7. Monitor and maintain office equipment and inventory supplies.
8. Other ongoing duties as required.

Essential Criteria:

- Excellent organisational skills including but not limited to time management and task prioritisation skill
- Highly skilled in written and verbal communication
- Must be a team player
- Strong interpersonal skills
- Proficient in MS Office
- Ability to adopt new concepts
- Demonstrated ability to work independently and as part of a dynamic team
- Able to take direction and/or lead where appropriate and required
- Flexibility with working hours