



## POSITION DESCRIPTION

### Administration Assistant Trainee

Reports to	Corporate Services Manager
Date Created	April 2022
Direct Reports	Nil

#### Position Objective

The role of the Administration Assistant Trainee is to provide administrative support to the Corporate Services, Human Resources and Finance Teams. This position forms part of a traineeship which will involve rotating through the various support functions as part of a structured training plan.

1. Position Responsibilities

Key Result Area (KRA)	Key Performance Indicators (KPI)	Measures
Administration Duties	<ul style="list-style-type: none"> <li>• Provide a welcoming and friendly environment to internal and external stakeholders;</li> <li>• Ensure mail is collected daily, entered into mail register and delivered to appropriate recipients;</li> <li>• Assist the Administration Officer in the action of building, equipment and vehicle maintenance requests;</li> <li>• Assist Administration Officer to carry out property inspections for WMHSAC owned properties and update relevant register;</li> <li>• Ensure the Housing Spreadsheet is up to date;</li> <li>• Ensure that the stationary orders are placed;</li> <li>• Assist the Administration Officer in organising quotes;</li> <li>• Assist the Administration Officer in organising services/repairs for vehicles;</li> <li>• Assist the Administration Officer with the purchasing of items in line with organisational policies;</li> <li>• Assist the Administration Officer in carrying administration audits.</li> </ul>	<ul style="list-style-type: none"> <li>• Nil substantiated complaints;</li> <li>• Mail collected daily and mail register up to date;</li> <li>• Building, equipment and vehicle maintenance requests are completed;</li> <li>• Property inspections completed and register updated;</li> <li>• Housing spreadsheet up to date;</li> <li>• Stationary order placed;</li> <li>• Quotes obtained;</li> <li>• Services/repairs completed;</li> <li>• Nil breaches of organisational policies and procedures;</li> <li>• Audits completed.</li> </ul>
Human Resource Administrative duties	<ul style="list-style-type: none"> <li>• Provide a welcoming and safe environment for new and existing employees;</li> <li>• Create new employee files in consultation with the HR Officer;</li> <li>• Create new employee onboarding packs in consultation with the HR Officer;</li> <li>• Develop and maintain a HR internal database to maintain uniform stock;</li> <li>• Uniforms are folded and stored in HR cabinet;</li> <li>• Assist the HR Officer in the audit of personnel files;</li> <li>• Assist the HR Officer to book approved employee training and travel;</li> </ul>	<ul style="list-style-type: none"> <li>• Nil substantiated complaints;</li> <li>• Employee files in place for all employees;</li> <li>• Onboarding packs provided to all new employees;</li> <li>• Uniform database in place and maintained;</li> <li>• Staff uniforms are cleaned and stored neatly;</li> <li>• Training and travel booked accurately and deadlines met;</li> </ul>

	<ul style="list-style-type: none"> <li>• Update internal record keeping databases;</li> <li>• Ensure the privacy and confidentiality of employees is maintained at all times;</li> <li>• Ensure all filing is completed in a timely manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Audits completed;</li> <li>• Internal record keeping databases maintained;</li> <li>• Nil breaches of privacy and confidentiality policy;</li> <li>• Nil breaches of employee privacy and confidentiality;</li> <li>• Filing up to date.</li> </ul>
Finance Duties	<ul style="list-style-type: none"> <li>• Assist the finance team in all accounts payable duties including but not limited to receiving invoices and processing it in the accounting system;</li> <li>• Assist the finance team in all Accounts receivable duties including but not limited to raising of invoices and monitoring receipts;</li> <li>• Assist the finance team in all payroll related duties and learn the process so as to be ultimately able to handle processing independently.</li> </ul>	<ul style="list-style-type: none"> <li>• Accounts payable duties completed;</li> <li>• Accounts receivable duties completed;</li> <li>• Payroll duties completed.</li> </ul>
Infection Control	<ul style="list-style-type: none"> <li>• Adhere to all policies and procedures in regards to infection control management.</li> </ul>	<ul style="list-style-type: none"> <li>• Nil breaches of infection control policies and procedures.</li> </ul>
Internal and External Relationships	<ul style="list-style-type: none"> <li>• Attend industry forums as a representative of WMHSAC;</li> <li>• Attend all training;</li> <li>• Participate in team meetings and all staff meetings;</li> <li>• Liaise with internal and external stakeholders where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Attendance at industry forums and training;</li> <li>• Team meetings and all staff meetings attended;</li> <li>• Nil substantiated negative feedback from stakeholders.</li> </ul>
Quality Improvement Activities	<ul style="list-style-type: none"> <li>• Participate in continual quality improvement in the delivery of services;</li> <li>• Ensure all standards are maintained consistent with evidence based best practice standards as applicable to the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality improvement processes are in place and followed.</li> </ul>
Commitment to Values and Behaviours	<ul style="list-style-type: none"> <li>• <b>Respect:</b> We treat everyone with courtesy and have regard for their dignity;</li> <li>• <b>Integrity:</b> We always act with honesty and are accountable for our actions.</li> </ul>	<ul style="list-style-type: none"> <li>• Nil substantiated complaints regarding values and behaviours.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Leadership:</b> We display and model positive influence towards others.</li> <li>• <b>Innovation:</b> We encourage new and better ways of doing things.</li> <li>• <b>Customer Focus:</b> Our Stakeholders are at the core of everything we do.</li> <li>• <b>Teamwork:</b> We develop relationships which enable us to help one another</li> </ul>	
Health and Safety	<ul style="list-style-type: none"> <li>• Ensures compliance with health and safety policies and procedures which reduces risk, employee incidents and injuries.</li> </ul>	<ul style="list-style-type: none"> <li>• No breaches of Health and Safety Policies and procedures.</li> </ul>
Other Duties	<ul style="list-style-type: none"> <li>• Other duties as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Other duties completed.</li> </ul>

**Work Related Requirements/Selection Criteria:**

Essential

- Willingness and commitment to undertake a Certificate III in Business Administration as part of a traineeship;
- Excellent verbal and written communication skills;
- Demonstrated experience using computers;
- Ability to be discrete and maintain a high level of confidentiality across all departments;
- National Police Clearance;
- COVID-19 vaccination certificate.

Desirable

- Previous experience using Microsoft Office products such as Microsoft Word and Excel.

<b>Employee Name:</b>		<b>Senior Manager Name:</b>	
<b>Employee Signature:</b>		<b>Senior Manager Signature:</b>	
<b>Date:</b>		<b>Date:</b>	