AISSA POSITION STATEMENT AIS JOB NO: 08

POSITION TITLE: ADMINISTRATIVE ASSISTANT

ROLE

The Administrative Assistant will provide a range of administrative and secretarial services. The person will be responsible to the Office Manager and accountable to the AISSA Executive Director. When necessary the person will also contribute to general duties of the AISSA Office.

JOB DESCRIPTION

The specific duties of the Administrative Assistant will include the following:

- Provide clerical administration support to a number of professional staff
- Provide a superior word processing service, including desktop publishing
- Prepare data bases for the collection and collation of information
- Screen phone calls and handle basic enquiries
- Arrange travel and conference room bookings, catering and facilities
- Arrange diary appointments for staff
- Website updating (training will be provided)
- Some front desk reception duties will also be shared with another member of staff as required

QUALIFICATIONS AND EXPERIENCE

- Experience in an administrative or secretarial position
- Proficiency in word processing and the use of spreadsheets, data bases, desktop publishing and other computer software
- Experience in the use of the Internet and E-mail
PERSONAL SKILLS AND ABILITIES

- Excellent interpersonal and communication skills
- Excellent administrative and organisational skills
- Ability to write clear, concise and grammatically correct English
- Ability to manage competing demands from several projects and/or staff
- Ability to display initiative and exercise judgement
- Ability to work independently and as a member of a team
- Willingness to undertake higher and lower level duties with enthusiasm
- Recognise the importance of handling confidential information
- Professional presentation

ESSENTIAL KNOWLEDGE

- Knowledge of MS Office suite (in particular MS Word and MS Excel)
- Knowledge of the Internet and E-mail

DESIRABLE KNOWLEDGE

- Respect for and knowledge of the ethos of independent schools

Approved

Garry Le Duff
Executive Director
10 August 2005
POSITION STATEMENT: JOB NO (AISSA 08)

EMPLOYMENT CONDITIONS

Position: Administrative Assistant

Type of Appointment: Part-time (0.6 FTE), preferred days of work: Tuesday, Wednesday and Friday. Four months in the first instance. (Continuation of the position beyond 31 December 2005 is subject to the availability of Commonwealth funding). There is a three-month probationary period.

Hours: 8.45 am–5.00 pm

Salary: $37,000 - $38,555 per annum depending on range of skills, qualifications and experience.

Superannuation Arrangements: Employer contribution to industry superannuation 9% of annual gross salary

Annual Leave: 20 working days (pro-rata)
Long Service Leave is in accordance with the provisions of the South Australian Long Service Leave Act. Leave must be taken within the contract period.

Sick Leave: 10 days sick leave (pro-rata)

Location: Association of Independent Schools of South Australia, 301-303 Unley Road Malvern.