

GAP YEAR – ADMINISTRATION ASSISTANT

| POSITION DETAILS | |
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| Position Title: | Gap Year – Administration Assistant |
| Job Type: | Full-time |
| Hours of Work: | 38 hours per week, Monday to Friday 8:30am – 5pm |
| Work Location: | 199 Koroit Street, Warrnambool Vic. |
| Reports to: | Practice Manager – Angela Finch |

| POSITION REQUIREMENTS | |
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| 1. Summary | <p><u>Position Summary:</u> This role is suited to a recent school leaver who plans on taking a gap year to work before proceeding to University. An interest in the professional field is favoured with aspiration to gaining experience and insight in a professional work environment.</p> <p>Gap Year Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. Supporting Partners, Managers, and other staff through a variety of tasks.</p> <p>Responsible for confidential and time sensitive material. Ability to effectively communicate via phone, email and face to face ensuring that all administrative duties are completed accurately and delivered with high quality and in a timely manner. Typically reports to the Practice Manager.</p> |
| 2. Duties | <p><u>Key duties and responsibilities of the role:</u></p> <ul style="list-style-type: none"> • Receive, sort and distribute daily mail • Produce client correspondence and documentation • Answer and direct phone calls in a polite and timely manner • Schedule client appointments • Maintain client database as required • Assist tasks of other employees in absence when required • Carry out administrative duties such as filing, word processing, copying, binding, scanning etc. • Handle sensitive information in a confidential manner • Maintain office and stationery supplies • Provide information by answering questions and requests • Cover the reception desk when required • Reply to email, telephone or face to face enquiries • Daily banking and mail run • Greet and assist visitors to the office • Perform other duties as assigned |
| 3. Requirements | <p><u>Requirements for the role:</u></p> <ul style="list-style-type: none"> • Attention to Detail |

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| | <ul style="list-style-type: none">• Proficient in the use of Microsoft Office• Excellent communication skills• Ability to prioritise tasks• Good time management• Polite• Helpful• Trustworthy• Organised |
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