



Duty Statement

Administrative Assistant

(Note this position is anticipated to be approximately 25 hours per week)

The position will be responsible to the Board of Management through the Administrative Manager and Executive Director.

Specific Duties:

Financial

- Maintain petty cash
- Undertake banking duties
- Ensure reports ready for Board
- With Administrative Manager, undertake financial duties as required

Sponsorship

- With Administrative Manager liaise with sponsors to ensure sponsorship needs are met.

Administration

- Develop and maintain records systems
- Vet and process incoming mail. Maintain correspondence register.
- Order and maintain office equipment and stationery supplies
- Process all incoming telephone calls, providing advice and assistance for general enquiries
- Assist in the preparation of Annual Report
- Arrange catering for Board and special meetings
- Provide general office administration
- With other staff compile agendas for Executive and Board meetings and distribute papers
- Record and transcribe minutes of Executive and Board meetings

Other duties as directed by the Administrative Manager.

Please note that the job entails taking minutes of meetings which are held in the evenings of every second Wednesday of each month from approximately 5pm until 8pm.

*Fish today
for tomorrow*