

POSITION DESCRIPTION

Position Title	Administration Assistant (Glen Innes)
Reports to	Office Manager
General Description	The Administrative Assistant is responsible for providing support to our Partners, Managers & other employees by providing general administrative support to the Firm. Key responsibility areas include assisting the Personal Assistant and Workflow Coordinator.
Essential Qualifications, Experience, and attributes	<ul style="list-style-type: none"> • Minimum 2 years' experience in Administration or similar role • Proficient in Microsoft Office Applications • Have strong verbal and written communication skills • Excellent organisation and time management skills • High level of attention to detail
Desirable Experience, Qualifications and Attributes	<ul style="list-style-type: none"> • Experience with MYOB • Certificate IV in Business/Business Administration • Previous experience working in a professional office

Task Responsibilities

Administrative Duties	Assist Workflow Coordinator with duties: <ul style="list-style-type: none"> • Receive, review and record incoming client work • Follow up outstanding documents on a regular basis • Monitor lodgements & work flows • Maintenance of job book & entering billing statistics, follow up deadlines with team members • All other duties as required
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	<ul style="list-style-type: none"> • Attend team meetings to understand team needs and upcoming workflows • Maintain Client Database • Prepare year end and other financial packages - follow up financial package documentation, filing and lodgement requirements until completed • Attend to client requests <p>Assist Personal Assistant with duties:</p> <ul style="list-style-type: none"> • Maintain Partner/Manager's calendars as required • Proactively support and assist the partners in all administration duties • Assist with meetings and appointments including the preparation and distribution of meeting agendas, minutes and reports etc • Assist and liaise with clients, staff, Partners and external parties • Provide general administrative assistance including: word processing, correspondence, mail, faxing, copying, filing, archiving, telephone calls, general housekeeping etc • Take an active interest in assisting team members with their tasks and being proactive in relation to the meeting of team deadlines <p>All other Administration duties as required by the Firm:</p> <ul style="list-style-type: none"> • Lodge all company secretarial forms with ASIC and stamp as lodged. • Ensure all ASIC work is completed in a timely manner. • Complete ATO Lodgements including ITR's/BAS/IAS's daily. • Complete filing and file maintenance as required in accordance with office procedures. • Process ATO Documents • Assist with all other administrative duties to support the Firm's operations
Reception Backup	To assist when required with the reception function of the Firm including answering the overflow calls and transferring calls or taking messages when required.
Other Duties	To assist when required: <ul style="list-style-type: none"> • Maintain an appropriate stationery, kitchen, and amenities supply across all offices, including paper, toner, letterhead, envelopes, toilet paper, tissues, detergent, morning tea items etc. • Coordinate courier deliveries (in coming and out going)

