

POSITION DESCRIPTION

Position Title:	Administration Officer		
Employer:	Australia Business Arts Foundation (AbaF)		
Reports to:	General Manager		
Position Grade and Work Stream:	D / Support	State in which position is based:	Victoria
Full time equivalent:	0.6	Contract duration:	n/a
Salary:	Up to \$50,000 pro rata including superannuation		
Position Reports:	Not applicable		

Australia Business Arts Foundation (AbaF)

AbaF connects the arts, business and donors.

AbaF is supported by the Australian Government through the Office for the Arts, Department of Prime Minister and Cabinet. It is led by a board of directors and supported by a national council of senior business leaders.

AbaF delivers its programs and services nationally, with offices in the Australian Capital Territory, New South Wales, Queensland, South Australia, Tasmania, Victoria, and Western Australia. This position is based in AbaF's national office in Melbourne.

Position Objectives

- reception and related administrative responsibilities
- provide administrative support to the CEO
- coordinate staff travel arrangements and maintain associated supplier relationships
- national office management including couriers and post, kitchen and supplies, printers and stationery, support and systems
- maintain records management system and undertaking filing as required
- coordinate office infrastructure requirements nationally

Key Relationships

Internal

- General Manager
- CEO
- State directors and coordinators
- National office staff

External

- Relevant AbaF suppliers
- Incoming callers and visitors

Position Tasks (specific duties, responsibilities and functions):

1. Coordination of office infrastructure requirements

- assist state offices in maintaining office equipment, facilities, systems and services, ensuring all AbaF offices work in a coordinated, integrated and efficient manner
- coordinate and maintain office support services for the Melbourne office, including OH&S, cleaning, storage and telephone system maintenance
- organise orders for office printing, stationery and other office requirements
- maintain efficient office service agreements
- organise the AbaF archives in a safe and efficient manner
- coordinate any office related requirements including office staff induction, relocations and workspace arrangements
- assist in the development and implementation of policies and procedures relating to AbaF office infrastructure
- oversee distribution and reconciliation of petty cash and cabcharge vouchers
- provide administrative support to the Chief Executive Officer – specifically diary, correspondence and telephone calls

2. Reception, hospitality and front of house

- undertake 'front of house' duties including answering phones, greeting guests, hospitality requirements, outgoing mail, couriers and front office presentation
- coordinate office housekeeping duties including kitchen cleanliness and supplies
- coordinate catering requirements for AbaF meetings and staff events
- coordinate staff functions as required
- coordinate incoming mail and general emails, including:
 - recording key documents and emails
 - responding to incoming emails and post as appropriate
 - distributing mail or emails to the appropriate person, or filing as required
 - monitoring AbaF's response to key documents
- assist in the development and implementation of policies and procedures relating to reception and front of house duties

3. Accommodation and travel arrangements

- undertake travel and accommodation bookings for AbaF staff and guests
- manage relationships with key travel and accommodation providers and reconcile expenditure

4. Records management

- assist with development and maintenance of records management systems and processes
- provide records management advice and support to staff, ensuring staff maintain records relating to their activities and programs according to AbaF requirements and guidelines
- create new files and retrieve archives
- coordinate the off-site archiving of company documents
- conduct regular archive audits

5. Administrative and project support

- as required, provide administrative and secretarial support including assisting with mailouts, word processing, secretarial support, filing and data entry
- assist in the maintenance of AbaF's database including data entry relating to AbaF clients and programs

- provide administrative support as required to communications, programs & services and national events teams

Other duties

- undertake duties as required to support AbaF's objectives
- update AbaF database on a daily basis
- conduct all programs within approved expenditure budget as amended from time to time in accordance with the availability of funding
- undertake duties in accordance with AbaF guidelines and other applicable legal and statutory regulation

General Responsibilities

- be considerate, good humoured and co-operative, so contributing to a harmonious team
- commit to continual improvement of best practice individually and for the whole team
- promote the vision, mission, tools and personnel of AbaF in a positive light to stakeholder

Selection Criteria for the position

1. at least two years experience in a similar administrative role with demonstration of an energetic approach to office administration
2. a talent for organisation with excellent attention to detail and exceptional efficiency
3. ability to prioritise, work well under pressure, think laterally and work as part of a team
4. strong written and verbal communication skills, professional presentation, and an outgoing and friendly personality
5. excellent computer skills including experience with Microsoft Office package and database software

Signed by Employee: _____ **Date:** ____/____/____

Signed on behalf of AbaF: _____ **Date:** ____/____/____

Name of AbaF Representative: _____