

## AEN 6.2.2.1 Business Administration

### Business Administration

#### Position Description

##### Purpose

Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities.

**Employee Name:** TBC

**Date PD Issued:** 08/07/24

**Position:** Business Administration Trainee

**Host Employer:** Department of Education

**Supervisor:** TBC

**Host Employer Address:** 64-66 Foster Street SALE Vic 3850

**Westvic Staffing Solutions Apprentice/Trainee Consultant:** Katherine Cousins

##### Duties of Position:

Trainees in Business Administration will learn to undertake a range of functions to contribute to the smooth operation of the administration activities within an organisation. They may be responsible for greeting people and attending to enquiries made by phone or in person. Assisting professionals, Managers and Executives by performing clerical and secretarial duties.

##### Tasks Involved:

**A Business Administration trainee may perform any or all of the following tasks:**

- Answer and respond to incoming phone call and enquiries
- Receive visitors and clients when they arrive at the office
- Co-ordinate administrative duties and prioritise tasks
- File correspondence and other records
- Data Entry and other administrative tasks
- Action and respond to email correspondences
- Process invoices and claims
- General office duties including support for staff events
- Other duties as required

##### Work Conditions:

Business administrators may work for one person or a group of people. Travel may be required.

##### Personal Requirements:

- Basic computer skills
- Excellent attention to detail
- Warm and friendly manner & communication
- Experience with Microsoft Office including Word, Excel, Outlook
- Willingness to commit to work and study
- Organisational and time management skills
- Enjoy working in a team environment

**Workplace Health and Safety:**

- Follow Westvic Staffing Solutions' and the Host Employer's Workplace Health and Safety policies, procedures and workplace instructions
- Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health
- Correctly wear and maintain items of personal protective clothing and equipment that are provided
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
- Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay.

**Additional Information**

- **Hours Per Week:** 38
- **Days per Week:** Monday- Friday
- **Award / Agreement:** National Training Wage / Educational Services General Staff Award MA000076
- **Superannuation:** 11.5%
- **Commencement Hourly Rate:** TBC

Copy to :  Employee  Host Employer  Main File

**Position Description Acknowledgement**

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

**EMPLOYEE:**

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**HOST EMPLOYER:**

Host Employer Name: \_\_\_\_\_

Host Employer Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Representative Name: \_\_\_\_\_

Westvic Staffing Solutions Representative Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_