

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:3/11/2022

Position: Receptionist

Host Employer: Eaglehawk Secondary College

Supervisor: Bryony Pretty

Host Employer Address: Reserve Street, Eaglehawk Secondary College

Westvic Staffing Solutions Apprentice/Trainee Consultant: Madisson Wheeler- 0429 623 819

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, and assisting professionals, Managers and Executives by performing clerical, secretarial duties.

Tasks Involved:

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

- Greet personal and telephone callers and find out the nature of their enquiry
- Provide information to assist clients or refer them to appropriate contacts, either in the organisation or elsewhere
- Operate telephone switchboards and consoles to connect, hold, transfer and disconnect telephone calls
- Arrange appointments for callers or for people working in the organisation and keep records of these
- Carry out word processing, filing, mail-outs, bookkeeping and banking as required: in some cases send out accounts, receive payments and order stationery and office supplies
- Open and deal with incoming mail, and organise outgoing and posting mail
- Make and record appointments
- Operate office equipment such as photocopiers, facsimile machines, switchboards, computers
- File correspondence and other records
- Draft letters and reports on behalf of the organisation
- Transcribe shorthand notes or data from audio tapes into letters and reports using a word processor
- Input, store and retrieve data on computers
- Liaise with clients
- Prepare agendas or programs for meetings
- Attend and take minutes of meetings, both in the office and at other locations
- Purchase office supplies
- Plan and set out the format required, such as page length and width, line spacing and style of typeface, for letters, business forms and other documents
- Set up mail-merge functions to enable multiple letters to be personalised or directed to individuals in a number of locations
- Make alterations to information already stored on a computer
- Print out letters, address labels and other documents
- Assist with First Aid

Work Conditions:

Business administrators may work for one person or a group of people. In some areas of employment, long hours of work and/or travel may be required

Personal Requirements:

- Aptitude for figures
- Well organised
- Able to work as part of a team
- Able to meet deadlines
- Good communication skills
- Aptitude for working with computers (MYOB)
- Able to work accurately and neatly

Key Selection Criteria:

SC1 Capacity to undertake routine support tasks across a range of functions in one or more work areas within a school environment.

SC2 Demonstrated capacity to communicate effectively with members of the school community including students and the capacity to provide support and/or attendant care to students where necessary.

SC3 Demonstrated proficiency in the use of office systems, software or technical equipment as relevant to the position.

SC4 Capacity to work cooperatively with a range of people including teachers, education support, students and parents.

SC5 A commitment to professional learning and growth.

Qualifications and Licenses Required:

WWCC

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: Mon-Fri**
- **Award / Agreement: National Training Wage**
- **Superannuation:10.5%**
- **Commencement Hourly Rate: TBC**
- **Allowances: N/A**

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 ____/____/____