

## 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: 16/12/22**
**Position: Business Administration Trainee**
**Host Employer: Elmstone Property Group**
**Supervisor: Stuart Benjamin**
**Host Employer Address: 106 Lydiard Street South, Ballarat Central**
**Westvic Staffing Solutions Apprentice/Trainee Consultant: Brandon Weatherson – 0439 457 931**
**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
  - Carry out word processing, filing as required: in some cases, 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 photocopier and computers
  - File correspondence and other records
  - Draft letters and reports on behalf of the organisation
  - 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
  - Organise business itineraries, travel arrangements, conferences, meetings and social functions
  - 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
- Employees enrolled in Certificate III may also perform the following tasks:
- Responsibility for making workplace decisions, and accountable for those decisions
  - Use advanced features of office computer packages and equipment such as Microsoft Office, Google Suite, Dropbox and Monday.com
  - Receive and record invoices and arrange payment
  - Check and process loan applications
  -

**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
- Able to work accurately and neatly

**Key Selection Criteria:**

**Qualifications and Licenses Required:**

Car Licence (Preferably Manual or willing to learn)

**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**
- **Superannuation: 10.5%**
- **Commencement Hourly Rate: TBC**
- **Allowances: As Per Award**

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 \_\_\_\_/\_\_\_\_/\_\_\_\_