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| **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:**  | **Date PD Issued: 21/06/24** |
| **Position: Administration Trainee completing Certificate III Business**  |
| **Host Employer: Portland Precision Engineering**  | **Supervisor: Jon Dennis**  |
| **Host Employer Address: 6 Cellana Court, Portland 3305** |
| **Westvic Staffing Solutions Apprentice/Trainee Consultant: Jacob Rhodes** |
| **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 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, switchboards, 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
* Purchase office supplies
* Set up mail-merge functions to enable multiple letters to be personalised or directed to individuals in a number of locations
* Print out letters, address labels and other documents
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| **Work Conditions:**Business administrators may work for one person or a group of people mainly working indoors. |
| **Personal Requirements:*** Intermediate computer skills
* Attention to detail, accuracy
* Able to work as part of a team
* Able to meet deadlines
* Punctual and reliable
* Aptitude for working with computers
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| **Qualifications and Licenses Required:**Nil |
| **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 within the workplace to the Host Employer and Westvic Staffing Solutions without delay.
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| **Additional Information*** **Hours Per Week: 38**
* **Days per Week: Monday to Friday 7.30am – 3.36pm (30 minutes lunch)**
* **Award / Agreement: National Training wage 2010 – Level A**
* **Superannuation:11.5%**
* **Commencement Hourly Rate: TBC**
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| **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\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_