

## 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: 09/11/22**
**Position: Business Administration Traineeship completing Certificate III Business**
**Host Employer: Sinclair Wilson**
**Supervisor:**
**Host Employer Address: Bayside City Plaza**
**Westvic Staffing Solutions Apprentice/Trainee Consultant: Jacob Rhodes**
**Approach:**

Sinclair Wilson prides itself on upholding the highest professional and ethical standards not only in our client service but in all aspects of how we work. Our vision and values are clear - we provide excellent client service and encourage a culture of development, collaboration, and integrity.

**Duties of Position:**

The Administration Trainee provides professional, day to day administrative support and customer service through reception and other administrative areas. This role will be given regular opportunities to undertake new tasks and projects.

**Key Responsibilities / Performance Expectations:**

This includes but is not limited to:

- Act as first point of contact for clients
- Provide internal staff with support including regular communications and messaging
- Maintain a presentable and welcoming front office
- Work with the broader administrative team to coordinate workload, support coverage, and plan client meetings
- Assist with the catering and hospitality requirements
- Provide support to our switchboard, ensuring answering of phone is done in a friendly and professional manner
- Coordinate deliveries, both internal and external, including maintenance of registers
- Undertake various work processing duties, attending to routine correspondence and when required, prepare written reports
- Reconcile petty cash
- Oversee Boardroom and interview room bookings
- Monitor partner and employee movements
- Help organise gifts, events, and training for various occasions
- Monitor and order stationery and office supplies
- Support processes for the ATO, ASIC and other external agencies as required
- Other duties and projects as required which may include supporting the personal assistants, practice management group, accounts payable, IT, marketing, and HR

**Experience and Skill:**

- Excellent interpersonal and communication skills
- Attention to detail and strong work quality

- Computer skills including, Microsoft Word, Excel, PowerPoint, and Outlook
- Customer/Client Service Focus
- Time Management
- General “Can Do” attitude
- Friendly personality, flexible and helpful
- Ability to work under pressure and to meet deadlines
- Adaptable to learning and picking up new systems
- Motivated to continually strive for superior client service

**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.

**Additional Information**

- **Hours Per Week: 38**
- **Days per Week: Monday to Friday**
- **Award / Agreement: National Training Wage Level A**
- **Superannuation: 10.5%**
- **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 \_\_\_\_/\_\_\_\_/\_\_\_\_